

2011-2013 CATALOG
SCHOOL OF PROFESSIONAL
AND GRADUATE STUDIES



ST. JOSEPH'S COLLEGE

BROOKLYN CAMPUS
LONG ISLAND CAMPUS

ST. JOSEPH'S COLLEGE

School of Professional and Graduate Studies New York

2011
2013

CATALOGUE

BROOKLYN CAMPUS
265 Clinton Avenue
Brooklyn, New York 11205-3688
(718) 940-5800

LONG ISLAND CAMPUS
155 West Roe Boulevard
Patchogue, New York 11772-2325
(631) 687-4501

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Notwithstanding anything contained in this catalogue, the College administration expressly reserves the right, where it deems advisable,

1. to change or modify its schedule of tuition and fees, and
2. to withdraw, cancel, reschedule or modify any course, program of study or degree, or any requirement in connection with any of the foregoing.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

It is the policy of St. Joseph's College not to discriminate on the basis of race, color, religion, sex, national or ethnic origin, age, handicap, or marital status in its educational programs, admissions policies, employment policies, financial aid or other school administered programs. This policy is implemented in compliance with all applicable federal, state, and local statutes or regulations. Inquiries regarding this policy should be addressed to Compliance Coordinator, St. Joseph's College, 245 Clinton Avenue, Brooklyn, NY 11205-3688.

THE COLLEGE

MISSION AND GOALS OF ST. JOSEPH'S COLLEGE

The mission of St. Joseph's College is to provide a strong academic and value-oriented education at the undergraduate and graduate levels, rooted in a liberal arts tradition that supports provision for career preparation and enhancement. The College aims in this way to prepare each student for a life characterized by integrity, intellectual and spiritual values, social responsibility, and service—a life that is worthy of the College's motto, *Esse non videri*: "To be, not to seem."

Independent and coeducational, St. Joseph's College provides affordable private education that serves a diverse population of academically eligible students.

St. Joseph's College affirms the dignity, freedom, and inherent value of each person. This affirmation is realized through a student-centered environment wherein the faculty's primary commitment is to excellence in teaching. In this open, supportive atmosphere, students are challenged to develop their full potential and are encouraged to acquire a spirit of inquiry and a joy in learning.

To accomplish this mission, St. Joseph's College has established the following goals:

- to offer curricula that foster the knowledge and intellectual skills associated with the liberally educated person;
- to encourage students to develop personal value systems and responsible self-direction;
- to foster committed participation in the local and global communities;
- to help students develop as whole persons by providing individual attention, interactive teaching, and opportunities for active participation in academic and extracurricular programs;
- to prepare students for their careers by offering the necessary professional and pre-professional education;
- to provide for the needs of a diversified student population with varied educational and professional experiences;
- to foster an environment of openness to the exploration and understanding of diverse ideas, traditions, and cultures;
- to support educational programs and services that will contribute to the vitality of the communities served by the Brooklyn and Suffolk Campuses.

HISTORY

St. Joseph's College for Women, as it was then known, was founded by the Sisters of St. Joseph of Brentwood, in response to the need for a day college for young women. The College received its provisional charter from the Regents of the University of the State of New York on February 24, 1916. From its earliest days, the College articulated its mission in terms of academic quality, value orientation, and career preparation. These values, coupled with the financial support and leadership of the Sisters of St. Joseph, brought early success and the College quickly outgrew its original facilities at 286 Washington Avenue. In 1918 the College moved to its present site at 245 Clinton Avenue, and the first baccalaureate degrees were conferred on twelve graduates on June 17, 1920. The College was accredited in 1928 by the Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools. The Regents granted St. Joseph's College an Absolute Charter in 1929. Reverend William T. Dillon, J.D., Professor of Philosophy, who served as Dean of the College and later its President, guided its growth during the significant years that followed.

Under the visionary leadership of Msgr. Dillon, the College placed great emphasis on the holistic development of each student, encouraging personal independence and integrity. This student-centered culture has continued to characterize the College. Academically, the College pioneered in the study of child development, and in 1934 opened a laboratory pre-school, now the renowned Dillon Child Study Center.

With a reputation for strong academic programs and a faculty dedicated to excellence in teaching, the College undertook its first extensive building program during the presidency of Sr. Vincent Therese Tuohy. McEntegart Hall Library opened in 1965 and the Dillon Child Study Center in 1968.

S. George Aquin O'Connor's presidency, 1969–1997, coincided with a period of radical change in higher education. To meet new societal needs, the College admitted men to full matriculation, developed the Suffolk Campus in Patchogue, Long Island, created the School of Professional and Graduate Studies for adult students, introduced undergraduate programs in Accounting, Business, Nursing, health professions, and a Master's program in Child Study. In support of these academic programs, Callahan Library was constructed on the Patchogue Campus in 1988. For the enrichment of student life, the Danzi Athletic Center opened on the Suffolk Campus in 1997.

S. Elizabeth A. Hill, MA, JD, elected President in 1997, has emphasized the importance of both continuity and change. Undergraduate programs continue to grow even as the College has introduced new Master's programs in Management, Executive MBA, Literacy, Nursing, Special Education, and Human Resource Management. Reflecting the technological world in which we live, all college classrooms are now smart classrooms, equipped with the latest technological support. All buildings are wired, and the two campuses are connected with video-conferencing, enabling a number of small advanced courses to be taught simultaneously on both campuses. The Business and Technology Center opened on the Suffolk Campus in 2001. The purchase of the St. Angela Hall property in 2001 made possible major renovations in the landmark-status buildings on the Brooklyn Campus.

At ninety five years, the College looks back on a history of innovation and adaptability to changing circumstances and needs. The College has grown from its roots in Brooklyn, with its first graduating class of twelve students to two campuses and an enrollment of over 5400 students and thirty thousand alumni. The College looks forward to celebrating the one hundredth anniversary of its founding with renewed dedication to transforming lives, one student at a time.

LOCATION

St. Joseph's College has two campuses: the main campus is located in the residential Clinton Hill section of Brooklyn, and the Suffolk branch campus is located in Patchogue, Long Island.

The Main Campus: St. Joseph's College, as an urban college with a campus, offers easy access to all transit lines, to the Long Island Expressway, to all bridges in Brooklyn, Manhattan, and Queens, as well as to the Verrazano-Narrows Bridge to Staten Island. This convenient location brings students from every part of the Greater New York Metropolitan area to the College each day, where they enjoy the freedom of campus life while profiting from the many cultural advantages of New York City. Within the space of one half hour, students leaving St. Joseph's College may find themselves in the Metropolitan Museum of Art, the 42nd Street Library, Carnegie Hall and Lincoln Center, the Broadway theatre district, Madison Square Garden, or Citi Field.

The College itself stands in the center of one of the nation's most diversified academic communities, consisting of six colleges and universities within a two-mile radius of each other. St. Joseph's College offers its students easy access to the other colleges and such cultural facilities as the Brooklyn Academy of Music, the Brooklyn Public Library, and the Brooklyn Museum of Art.

The Suffolk Campus of St. Joseph's College is located in Patchogue at 155 West Roe Boulevard. It is bounded on the north by Sunrise Highway. It is easily accessible from the south shore locations via Southern State, Sunrise Highway (Exit 52), and from central and northern Long Island via Veterans Highway, Patchogue-Holbrook Road, Nichols Road, or Route 112.

FACILITIES

BROOKLYN CAMPUS

The Administration Building—Tuohy Hall

Named in memory of a late President of the College, the Administration Building contains classrooms, an auditorium, computer facilities, student government offices, student lounges, the gymnasium, fitness center and administrative offices. The chemistry and physics laboratories, and the art studio are on the third floor.

Burns Hall

This beautiful Federal-style building contains formal parlors, a formal dining room, a chapel, The Admissions Offices, student lounge and kitchen, and the biology instructional and research laboratories.

St. Joseph's Hall

This five story building houses the Office of Institutional Advancement, the Alumni Office, several academic department offices, and the Psychology Laboratory. The beautiful Bloodgood garden, located behind St. Joseph's Hall, provides space for alumni reunions, student gatherings, and receptions.

Lorenzo Hall

Lorenzo Hall, located at 265 Clinton Avenue, houses the administrative offices of the School of Professional and Graduate Studies.

McEntegart Hall

McEntegart Hall, a fully air-conditioned five-level structure, houses the college library, the Academic Center, a nursing education laboratory, and a video conference room. There are also five classrooms, seven computer laboratories, a chapel, cafeteria, and faculty and student lounges.

McEntegart Hall Library has a large reading area and numerous study carrels that provide an excellent environment for research. In addition, the Library maintains the St. Joseph's College Archives, a curriculum library (including centralized children's books and textbooks and two seminar rooms) and the Library Instructional Technology Center.

The Library will be undergoing the first floor Renovation Project, which will add enclosed group study rooms, a Faculty Resource Center, and the Tech Deck (state of the art computer lab as well as a medium-sized classroom.)

The Library's collection includes over 134,000 volumes, (including 51,000 e-books), approximately 1,800 audio-visual units, 1812 microforms units, and over 25,800 serial subscriptions (including periodicals, newspapers and government papers.) Patrons have access to numerous full-text electronic databases. A fully automated and integrated library system, Voyager 7.0 by ExLibris Group, ensures efficient retrieval and management of library resources. Membership in ALB (Academic Libraries of Brooklyn) and METRO (Metropolitan New York Library Council) gives students access to libraries throughout the city and provides resource sharing on a regional basis. Full membership in OCLC (Online Computer Library Center), allows limitless access to all types of resources.

The Library provides reference and instruction services to all patrons, which include instant message chat, email, and in-person reference. The Library's website (<http://mcentegart.sjcnj.edu>) provides constantly updated information to library patrons.

St. Angela Hall

This former elementary and high school was acquired in 2001 and contains sixteen classrooms, the ACES Center, the Office of Campus Ministry, some faculty offices, an auditorium, video conference room and lounge.

Computer Facilities

A high-speed fiber optic intra-campus network connects all offices, instructional facilities, computer laboratories and libraries on both the Brooklyn and Patchogue campuses. The network provides Internet access to all students, faculty and staff.

An integrated online library system enables students to search for and check out books at either campus. Online databases and other electronic resources are available to students from either campus, or from their home computers.

All classrooms are smart classrooms, which provide Internet access, DVD, VCR, projection systems and whiteboards. Two wireless laptop classrooms connect Brooklyn and Long Island via high-definition monitors, video cameras, Smartboards, document cameras, and computers. Additional videoconferencing facilities connect the two campuses, allowing for real-time distance learning in a small group setting.

WebAdvisor, a web interface to the College's administrative database, is available to students. Students can register for class, pay bills, view and print their schedules and degree audit report, and view their current and prior grades.

Students are provided with Google Apps accounts for communication and collaboration. Included is over 7GB of storage, the power of GMail, Google chat, Google calendar, and Google docs.

Dillon Child Study Center

This Center, an enduring memorial to Monsignor William T. Dillon, late President of the College and founder of the Child Study Department and its Laboratory Preschool, opened in 1968.

The first floor of the Dillon Center contains the offices of the Director, the school nurse, staff offices and a conference room. The Center's preschool inclusion class with observation room, a mixed three and four year old classroom, and a multi-purpose room are also located on the first floor. Two preschool classrooms and Kindergarten room, each with its own observation booth, are located on the second floor, as well as staff offices with additional rooms for therapy, computer and library resources. These facilities make possible increased service to the community.

The Center provides for an enrollment of approximately 100 preschool children. The Center also facilitates the growth of auxiliary programs and inter-institutional cooperation with nursing schools, colleges, and other educational agencies.

The Outdoor Theatre

Overlooking the Mall is the Molloy Memorial Outdoor Theatre.

LONG ISLAND CAMPUS

O'Connor Hall

The main building which was named O'Connor Hall in 1997 in honor of S. George Aquin O'Connor, contains:

Administrative and Faculty Offices
Classrooms and Computer Centers
Biology, Chemistry, Physics and
Psychology Laboratories
Nursing Dept. Laboratory
Art Studios and Music Room

Local History Center
Faculty and Student Lounges
Offices for Counseling
Cafeteria
Auditorium and Chapel

Callahan Library

The Callahan Library at the Long Island Campus is a modern 25,000 sq. ft., free-standing facility with seating for more than 300 and access to over 50 computers. A curriculum library, computer labs, three classrooms, seminar rooms, administrative offices, and a video conference room are housed in this building. Holdings include over 170,000 books, dvds, videos, and other instructional aids as well as over 600 online and print journals. Membership in the international bibliographic utility, OCLC (Online Computer Library Center), allows almost limitless access to available information. The hours of library service are adjusted to meet student need and are posted in the lobby as well as on the library website.

Off-campus resources include the McEntegart Hall Library at St. Joseph's Brooklyn Campus with over 134,000 volumes (including 51,000 e-books), 1800 audio-visual units, 1800 microforms units, and over 25,800 serial subscriptions. Callahan's memberships in both the Long Island Library Resources Council and Suffolk County Library Association facilitate cooperative relationships with other academic and special libraries on Long Island.

Business and Technology Center

The Business and Technology Center, opened in Fall 2002, contains over 150 state of the art computer workstations and flat monitors. "Smart classroom" technologies including Internet access, DVD, VCR, projection systems, and whiteboards, have been installed in every classroom and computer lab. A wireless "model classroom" offers emerging technologies in a flexible classroom environment. Videoconferencing facilities connect the two campuses, allowing for real-time distance learning in a small group setting.

A high-speed, fiber optic intra-campus network connects all offices, instructional facilities, computer laboratories and libraries on both the Brooklyn and Patchogue campuses. The network provides Internet access to all students, faculty and staff. Wireless access for students is available in the library, cafeteria, lounges, and other common areas. Students and faculty are provided with college e-mail accounts.

An integrated online library system enables students to search for and check out books at either campus. Online databases and other electronic resources are available to students from either campus, or from their home computers.

Clare Rose Repertory Theatre

The Clare Rose Repertory Theatre is an integral part of the development of St. Joseph's College and serves as a major teaching facility for the College's theatre courses, as well as the performance space for the College and local theatre productions.

Academic Center

A multi-story Academic Center has been created in the area formerly used as a gymnasium. This building contains eight classrooms, student lounges and office space, and a large meeting room.

John A. Danzi Recreation/Fitness Center

The John A. Danzi Recreation/Fitness Center opened in Spring 1997. It includes a competition size swimming pool, aerobics studio, strength training room, fitness room, 12,000 square foot gymnasium and an elevated track.

A 24 acre Athletic Complex, including a soccer/lacrosse stadium, baseball and softball fields, a running track and a field house was opened in 2011-12.

In addition, the Campus features parking facilities for more than 900 cars. This beautiful suburban setting provides a unique background for a satisfying intellectual, social, and extra-curricular collegiate experience.

ACCREDITATIONS AND MEMBERSHIPS

Accreditations

The College is accredited by the following:

Middle States Commission on Higher Education
3624 Market Street
Philadelphia, PA 19104
(267) 284-5000

The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The College's Nursing programs are accredited by:

National League for Nursing Accrediting Commission
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
(404) 975-5000 Fax (404) 975-5020 www.nlnac.org

The College's teacher education programs (Early Childhood, Childhood, Early Childhood: Disabilities, Childhood: Disabilities, Infant/Toddler Early Childhood Special Education (Long Island Campus only); and Adolescence Education: Biology, Chemistry (Brooklyn campus only), English, Mathematics, Social Studies, and Spanish) are accredited by the New York State Board of Regents (RATE).

New York State Education Department
5N Mezzanine, Education Building
89 Washington Avenue
Albany, New York 12234
(518) 474-2593

The College's Recreation and Leisure Studies program is accredited by the Council on Accreditation of Parks, Recreation, Tourism and Related Professions (COAPRT).

National Recreation and Parks Association
22377 Belmont Ridge Road
Ashburn, Virginia 20148-4501
(703) 858-0784
www.nrpa.org/coa

The College's programs are registered with the
New York State Education Department
Office of Higher Education and the Professions
Cultural Education Center, Room 5B28
Albany, New York 12230
(518) 474-5851

The College's programs are approved by the
New York State Education Department for the training of veterans

Memberships

The College is a member of many associations, including the following:

American Council on Education
Association of American Colleges and Universities
College Entrance Examination Board
Commission on Independent Colleges and Universities, State of
New York
Council For Adult and Experiential Learning
Long Island Regional Advisory Council on Higher Education
National Association of College and University Business Officers
National League for Nursing
Servicemembers Opportunity Colleges

ACADEMIC CALENDAR

Classes for the academic year 2011-2012 will begin on September 6, and for 2012-2013, classes will begin on September 4. To accommodate the needs of the adult population, courses are scheduled in varying patterns – days, evenings, and weekends – including fourteen weekday sessions, and six-week and twelve-week sessions. These are available for Fall and Spring semesters, with a variation of the pattern during the Summer and for the Long Island Campus Weekend College Trimester Program. Students should consult the schedule of classes each semester for specific class meeting times and dates.

ADMISSION AND FINANCES

It is the policy of St. Joseph's College not to discriminate on the basis of race, color, religion, sex, national and ethnic origin, age, handicap, or marital status in its educational programs, admission policies, employment policies, financial aid, or other school administered programs. This policy is implemented in compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.

ADMISSION REQUIREMENTS

An applicant wishing to pursue an undergraduate degree or certificate program within the School of Professional and Graduate Studies must be an adult with a high school diploma or its equivalent and be deemed capable of completing the requirements for the degree or certificate. In addition to having met the general admission requirements of the School, students typically have postsecondary education and training and have acquired, through experience, the skills and knowledge appropriate to the degree or certificate. Exceptions to this are made with the approval of the Dean. Additional requirements for majors and certificate programs are indicated in the ***Curricular Offerings*** section of the catalogue.

APPLICATION PROCEDURE

The application procedure for undergraduate degrees and certificates offered through the School of Professional and Graduate Studies (other than the Bachelor of Science with a major in Nursing) begins when the applicant submits evidence of the high school diploma or equivalent and meets with a School admission counselor at either the Brooklyn or Long Island Campus. During this meeting, the applicant will discuss the program with the counselor and complete an application form.

As part of the admission procedure, the applicant will complete a brief writing exercise at the College and have it evaluated by qualified personnel. Based on the applicant's prior training and experience, the applicant's writing ability, and the admission interview, the counselor may make the decision regarding admittance to a degree or certificate program. The counselor may also help the applicant plan a program suitable to the educational needs and goals of the applicant. (See Curricular Offerings for additional requirements and procedures for admission to major and certificate programs.)

An applicant may be provisionally accepted pending receipt of official records of prior education. Such a person may enroll in up to 18 credit hours of coursework. Only after all official records have been received and evaluated will the admission process be complete and the student fully admitted.

When evidence of a high school diploma or its equivalent does not appear on transfer credit documentation, it will be necessary for the student to submit such evidence in order to be fully admitted.

A completed medical form must be submitted. New York State Public Health Law requires all students who were born on or after January 1, 1957 to be immunized against measles, mumps and rubella. Proof of immunity must be submitted to the Office of Admissions prior to enrollment.

A completed Meningococcal Vaccination Response Form as required by New York State Public Health Law must be submitted.

Conditional Acceptance

An applicant who has satisfied the requirements for admission and is deemed capable of college-level coursework but needs academic skill development is accepted on a "conditional" basis. A person in this category is permitted to register for no more than 12 hours of coursework, to be specified by the admission counselor. Upon satisfactory completion of the specified courses, the student will meet with an advisor to plan additional coursework as determined by that advisor (not applicable to Nursing majors).

Non-Matriculated Status

A person may opt to enroll in a limited number of courses for personal or professional enrichment as a non-matriculated student and may accumulate as many as 18 credits. The student may not take additional courses unless he/she applies and is accepted for matriculation. The person seeking to enroll in this category will be subject to the application requirements and procedures described above.

An applicant who has not submitted sufficient material to be provisionally admitted may enroll on a Restricted Non-Matriculated basis. No more than two courses may be taken while in this category, neither of which may be an English writing course. An applicant can only be in this category for one semester.

INTERNATIONAL STUDENTS

Registration at St. Joseph's College is contingent upon admission to the college and acquisition of a valid student visa (F-1) from the United States Immigration and Naturalization Service. For further information contact the Office of International Student Services at (718) 940-5830, or visit our website at www.sjcny.edu.

PRIOR LEARNING ASSESSMENT

St. Joseph's College recognizes that adults beginning the baccalaureate degree oftentimes bring with them knowledge and skills acquired through a variety of modes. Prior Learning Assessment is an overarching concept that affords students the opportunity to earn credit for their prior college-level learning. Within the School of Professional and Graduate Studies, the awarding of credit for this prior learning is determined through the following:

Collegiate Coursework

The School of Professional and Graduate Studies provides for the transfer of up to 96 credit hours from accredited four-year collegiate institutions, and up to 82 credit hours from accredited, community or junior colleges.

The School also provides for the transfer of up to 60 credit hours from selected New York State Education Department-approved, associate degree granting proprietary institutions.

See also the transfer credit policy affecting the Bachelor of Science with a major in Nursing.

College Proficiency Examinations

Matriculated students within the School of Professional and Graduate Studies may apply for credit or placement for the equivalent of St. Joseph's College courses on the basis of their successful completion of examinations sponsored by:

1. CLEP—The College Board's College-Level Examination Program
2. EXCELSIOR COLLEGE EXAMINATIONS—The New York State Education Department's Regents College Examinations.
3. DSST—DANTES Subject Standardized Tests. (Not applicable to Bachelor of Science with a major in Nursing students.)

Students who wish credit or placement on the basis of any of these examinations should have a copy of their scores forwarded from the sponsoring agency to the Registrar of St. Joseph's College. When a decision has been reached, the student will receive written confirmation of the credit or placement granted. For information on other proficiency examinations, consult an advisor or the Prior Experiential Learning Assessment Coordinator.

Non-Collegiate Sponsored Instruction

The decision to accept credit toward the baccalaureate degree for work completed in settings other than approved collegiate institutions is done on an individual basis.

1. The School provides for the transfer of credits for individuals who have completed New York State recognized professional training programs, where such programs are at the collegiate level.
2. The School provides for the awarding of college credit as per the Guide to the Evaluation of Educational Experience in the Armed Service, the Directory of the National Program on Non-Collegiate Sponsored Instruction, and the National Guide to Educational Credit for Training Programs, and the Joint Statement on the Transfer and Award of Credit from the American Council on Education.
3. Awarding of credit for non-collegiate sponsored instruction does not extend to the Bachelor of Science with a major in Nursing.

General Limitations on Prior Learning Credit

1. The School does not accept prior learning credit earned from duplicative coursework or proficiencies.
2. Credit earned in remedial coursework or at a pre-collegiate level is not accepted for prior learning credit.
3. Credits earned with grades below C may be restricted or refused for transfer.
4. Prior learning credit is accepted but not computed in the grade-point average.
5. Inactive students who have not had a prior learning transfer evaluation will be subject to the policies in force at the time of their readmission.
6. St. Joseph's College reserves the right to accept credit, including credit earned at the College by non-matriculated students, in a way best calculated to preserve the integrity of its own degree.

Procedure for Requesting Prior Learning Credit

Students wishing to receive credit for prior learning should contact an advisor to find out which prior learning documentation is necessary; e.g., official transcripts, college proficiency test results, copies of military training records (DD form 214 and in-service training records), copies of professional certificates, etc. Official copies of the relevant documents must be sent directly from the institutions/agencies to the St. Joseph's College campus where students made initial application.

Prior Learning/transfer credit evaluations are typically not made until after students submit an application and are admitted at least provisionally.

See also the transfer credit request procedure for the Bachelor of Science with a major in Nursing.

Prior Experiential Learning Assessment

The School of Professional and Graduate Studies students, except for Nursing majors, with extensive and varied experiential learning may participate in the Prior Experiential Learning Assessment (P.E.L.A.) Program, which gives students the opportunity to apply for credit for their prior experiential learning. Validated learning, not the experience alone, is the basis for awarding credit. It should be noted that the School of Professional and Graduate Studies does not award credit for “having lived,” but rather for having mastered—through professional, creative, volunteer, or other experience—knowledge and skills that are deemed to be at the college level and are applicable in the context of the student’s degree program.

Prior to participating in the P.E.L.A. Program, students must be fully matriculated, have satisfactorily completed ENG 103 Writing for Effective Communication, and have earned 36 credits toward their program at St. Joseph’s or elsewhere. A 2.5 cumulative index in coursework completed at St. Joseph’s will be required to register for GS 110 Portfolio and Career Development Seminar. Students must take GS 110 before their last semester.

To register for this Pass/No Credit Seminar, students must meet with a P.E.L.A. advisor and obtain written approval. (The P.E.L.A. Coordinator reserves the right to limit students’ programs during the semester in which the students are enrolled in the Seminar.) The Seminar is a mentored course designed to facilitate the assessment of prior experiential learning for the purpose of developing an experiential learning portfolio. In part, the Seminar consists of individualized exercises designed to identify acquired skills and knowledge, and culminates in presenting these as college-credit worthy, relating these to the student’s degree program and career goals.

Credit earned through the P.E.L.A. Program is applicable to the major (as explained below), liberal arts, and elective portion of the curriculum. With regard to the Bachelor of Science degrees in Community Health and Human Services and in Health Administration, P.E.L.A. credit can be used to satisfy the Major Electives; for the Bachelor of Science in Organizational Management, P.E.L.A. credit can be applied to Elective Business Courses. Credits awarded through the P.E.L.A. Program are not applicable to the prescribed minimum of 21 credits of coursework toward the major that must be taken at St. Joseph’s College. The maximum P.E.L.A. credit award is 27 credit hours.

An integral part of the Seminar is the validation process, which consists of assembling all relevant documents into a prior experiential learning portfolio under the supervision of a qualified mentor. Portfolios are evaluated by faculty members, and a credit award is made by the P.E.L.A. Evaluation Committee taking into consideration content, competence level, college-credit appropriateness, and applicability to the student’s degree program. Notification of the credit award is sent to the students by the Registrar prior to the conclusion of the next regular semester. At the time credit awards are made, students’ records will be updated to reflect the addition of credits.

Since students applying for P.E.L.A. credit work closely under the tutelage of a mentor well versed in prior experiential learning assessment, the likelihood of an appeal for reconsideration of the credit award is greatly reduced. In the event, however, that such a request is made, the P.E.L.A. Coordinator will review the portfolio in consultation with the appropriate department representative.

Students seeking P.E.L.A. credit are required to take the Portfolio and Career Development Seminar at the prevailing per credit charge. In addition, students are required to cover the cost associated with the evaluation of their portfolios; students will be billed the P.E.L.A. evaluation fee at the time of registration for GS 110. (See Statement of Costs.) Since the P.E.L.A. Program is distinct from the Proficiency Examination option of Prior Learning Assessment, students are obligated to pay all expenses related to proficiency examinations, independent of the P.E.L.A. evaluation fee.

Servicemembers Opportunity Colleges (SOC)

St. Joseph's College is a member of the Servicemembers Opportunity Colleges (SOC), a consortium of over 1800 institutions pledged to work with Servicemembers, their families, and veterans trying to earn degrees while pursuing demanding careers. As a SOC member, St. Joseph's College is committed to the transfer of relevant course credits, flexible academic residence requirements, and crediting learning from appropriate military training and work experience.

St. Joseph's College

School of Professional and Graduate Studies

STATEMENT OF COSTS FOR ACADEMIC YEAR 2011-2012

A remittance of \$25 is payable when the application for admission is filed.

The application fee is a service fee and is in no case returnable.

Undergraduate Tuition and Fees

PART-TIME STUDENTS (11 credits or fewer)

Tuition (Effective Summer)	\$580 per credit
College fee	
1 to 7 credits	\$13 per credit
8 to 11 credits	\$96 per semester
Mandated accident insurance	\$7.50 per semester
Student activities	\$35 per semester
Technology fee	
1 to 7 credits	\$40 per semester
8 to 11 credits	\$75 per semester

FULL-TIME STUDENTS (12 credits or more-see *flat-rate* for restrictions)

Tuition (Effective Summer)	\$17,800 per year
College fee	\$125 per semester
Mandated accident insurance	\$7.50 per semester
Student activities	\$75 per semester
Technology fee	\$100 per semester
Health and Accident Insurance	\$468 per semester

Trimester Students (Long Island Campus Only) Tuition and Fees

PART-TIME STUDENTS (1-7 credits)

Tuition (Effective Summer)	\$580 per credit
College fee	\$13 per credit
Mandated accident insurance	\$5.00 per trimester
Student activities	\$16 per trimester
Technology Fee	\$40 per trimester

FULL-TIME STUDENTS (8-11 credits)

Tuition (Effective Summer)	\$580 per credit
College fee	\$96 per trimester
Mandated accident insurance	\$5.00 per trimester
Student activities	\$33 per trimester
Technology Fee	\$75 per trimester

(12 credits or more-see *flat-rate* for restrictions)

Tuition (Effective Summer)	\$8,900 per trimester
College fee	\$125 per trimester
Mandated accident insurance	\$5.00 per trimester
Student activities	\$33 per trimester
Technology Fee	\$75 per trimester

NON-MATRICULATED STUDENTS

See Part-time or Full-time above.

Total tuition charges and fees must be paid at registration.

Continued on next page

Special Fees

Laboratory fee	\$20-150 per course
(Art, Bio., Chem., Nursing: consult office for specific fee)	
Graduation fee (not including cap and gown)	\$125
Certificate fee (per certificate at completion)	\$10
Late registration fee+	\$25
Make-up examination fee	\$25
Make-up examination late fee	\$10
Change of program fee (each form)	\$20
Transcript fee	\$5
Parking fee	Long Island Campus only \$5 per semester
	Brooklyn Campus \$50 per semester
	(Optional: payment does not guarantee spot)
Identification card fee	\$5
Fee for checks returned by bank	\$25
GS110 fee	\$250
Materials fee (GS 400)	\$45

+Payable after first class session.

Note: In addition to the \$25.00 non-refundable application fee, students must make a non-refundable tuition deposit at the time of registration. For full-time students a fee of \$250 is due, and for part-time students a fee of \$80 is due. (These amounts include a \$5.00 I.D. card fee.)

TUITION POLICY

Students accepted for admission must make a tuition deposit at the time of registration. Full time students (12 or more credits semester, 9 or more credits trimester) pay \$250; part-time students pay \$80. (These amounts include a \$5.00 I.D. Card Fee.) The deposit is not refundable, but it will be credited toward the first term's tuition. In certain instances, the non-refundable tuition deposit paid by a first semester student may be applied to the next semester.

A student's bill for tuition and fees is based on the number of credits for which a student intends to register, less applicable Financial Aid, Grants, or Scholarships for that semester. Scholarships or Student Aid may only be subtracted if all related applications and other information have been submitted on a timely basis. Payment of the remaining balance constitutes "Clearance" by the Bursar's Office.

Bills for the semester must be cleared by the Bursar's Office before students may attend class. Students who do not receive financial clearance from the Bursar's Office will not be officially registered at the College for that semester. Students may not enroll for a successive semester until their accounts have been completely satisfied.

St. Joseph's College makes available several tuition financing options through tuition deferment programs. The two monthly budgeting programs the College offers are The Tuition Management System and Academic Management Services. Basically, these programs are designed to afford students the opportunity to pay their educational expenses in monthly installments. Students may elect to contract with either of these services for a nominal initial participation fee prior to or at the beginning of each new academic year. Students interested in either of the two plans may obtain brochures and applications in the Bursar's Office. Additional information may be received by calling AMS at 1(800) 635-0120 and The Tuition Plan at 1(800) 722-4867.

Students who are unable to pay what is owed by the first day of class (other than those who are enrolled with either the Tuition Management System or Academic Management Services) will have their account automatically default to St. Joseph's College Tuition Extension Agreement. Unlike the other two deferment programs, under the St. Joseph's College Tuition Agreement, a finance charge will be assessed.

Questions regarding the College's tuition policy should be addressed to the Bursar at the Long Island Campus at (631) 687-4555.

Students who fail to comply with these regulations will be subject to suspension until the requirements are met.

SEMESTER FLAT-RATE: The flat-rate for tuition covers 33 credits per academic year. In this way, the College's requirement of 128 credits can be achieved in eight terms. Full-time students—those taking at least 12 credits—are charged the flat rate. (See Statement of Costs for Academic Year.) *Intersession and Summer session courses are not included within the flat-rate tuition.* **Full-time students who take more than 33 credits per academic year will be charged for each additional credit. Up to 18 of the 33 credits may be taken in one semester without an additional charge.**

HEALTH AND ACCIDENT INSURANCE
(effective Spring 2010)

All full-time students will be required to carry Health and Accident Insurance. This fee will be charged in the Fall and Spring semesters. If a student is currently covered by another policy of greater or equal value, the SJC Insurance may be waived. Waiver forms are available in the Dean of Students Office, on both campuses, or can be downloaded from the SJC website at www.sjcnj.edu. Please read and follow all the instructions on the Waiver Form. This form must be completed and returned to the Office of Student Life each Fall by October 1. Health and Accident Insurance must be waived each year if not desired.

Students who were part-time in the Fall semester and full-time in the Spring semester will automatically receive insurance coverage for the Spring and will automatically be charged in the Spring semester only. Any student already covered by another policy may complete and submit a waiver form to the Dean of Students Office by February 1, each Spring.

INTERNATIONAL STUDENTS: International students who require insurance coverage in excess of the limits provided by the student accident and sickness plan can request enrollment in a plan tailored to the international student. International students who wish to participate in the International Plan must obtain an Enrollment Form from the Dean of Students Office.

TRIMESTER FLAT-RATE: The flat-rate tuition will be charged to trimester students taking 12 to 15 credits per trimester. Once the session has begun, flat-rate students who change their programs to less than 12 credits will continue to be responsible for the flat-rate tuition charge (as opposed to the per-credit rate.) Those trimester students who take more than 15 credits per trimester will be charged for each additional credit at the per credit rate. *Intersession courses are not included within the flat-rate tuition and must be paid for per credit.*

PER CREDIT: Students taking fewer than 12 credits per semester/trimester are charged the per credit rate.

Neither a transcript nor a diploma will be issued until all financial obligations have been settled. The College reserves the right to alter tuition charges and fees when such changes become necessary.

WITHDRAWAL FROM A COURSE OR FROM THE COLLEGE: TUITION REFUNDS

Full-time students who receive permission to withdraw from a single course are not entitled to a refund, unless the withdrawal involves extra credits, paid for by the point. In such cases, the student may ask for a refund of the extra tuition within the first four weeks of the term. Once the session has begun, flat-rate students who change their programs to less than 12 credits will continue to be responsible for the flat-rate tuition charge (as opposed to the per-credit rate.) Part-time students who withdraw from a course may also apply for a refund.

Withdrawal from the College may entitle a student to a refund of tuition, but not of fees. The date of withdrawal is considered when calculating refunds. Tuition liability is based on the date the change of program form is received by the Registrar.

The percentage of refund will be determined according to the following schedule:

Weekday and Twelve-week Classes	
<i>Withdrawal Effective</i>	<i>% of Refund</i>
Prior to First Class Meeting	100%
After First and After Second Class Meeting	80%
After Third Class Meeting	60%
After Fourth Class Meeting	40%
After Fifth Class Meeting	20%
After Sixth Class Meeting	0%
Six-Week Sessions	
Prior to First Class Meeting	100%
After First Class Meeting	80%
After Second Class Meeting	40%
After Third Class Meeting	0%
Online Sessions	
Prior to First Class Meeting	100%
In the first week of the semester	80%
In the second week of the semester	60%
In the third week of the semester	40%
After the second week of the semester	0%
Weekend College Trimester Classes	
Prior to First Class Meeting	100%
Before Second Weekend	80%
Before Third Weekend	40%
After Third Weekend	0%

The rate of refund for any unique class scheduling configuration is prorated according to the above refund schedule.

This schedule does not apply to the tuition deposit required of first time students. This deposit is not refundable. In the absence of written notification, the date of withdrawal is determined by the Dean.

Refunds of financial aid awards, student loans, etc., are not refundable until the actual funds have been received by the College and the student's eligibility for the funds has been determined.

Federal Title IV recipients should see the Return of Title IV Funds Section of this catalogue.

A refund will not be granted to a student who is dismissed or who withdraws while under disciplinary action.

A student who feels that his/her individual circumstances warrant an exception to the College's refund policy may submit a written appeal for special consideration to the Controller. The Controller's decision is subject to appeal to the Chief Financial Officer, Mr. John C. Roth.

Once the Bursar's Office has determined that a student is eligible to receive a refund, it will automatically be processed by the office. This typically occurs after the fifth calendar week of the semester.

If the refund includes funds from a Parent's Plus Loan, a separate "Refund Application Form" will be sent to the parent from the Bursar's Office. This form requires the parent's signature before any funds can be released.

AWARDING OF DEGREES AND GRADUATION

Graduation exercises are held annually in June. *Degrees, however, are granted three times a year (August, January, June). August and January graduates may elect to receive diplomas in February or wait until commencement.* Students who expect to satisfy the requirements for the B.S. degree by the June commencement date must file an application for graduation by the previous October 15th. Students who require proof of graduation prior to commencement may request a letter of completion and/or transcript from the Registrar.

All students filing for graduation must have a total of 128 credits, at least 60 of which must be in the liberal arts.

Students who miss the deadline for graduation application will not receive diplomas until two months after the date of graduation. No diplomas will be mailed.

Where it appears that a student who is applying for graduation is requesting a change of major in order to graduate at an earlier date and where it appears that the student intends to complete another major at St. Joseph's College, the Dean - in consultation with the appropriate department chairpersons - reserves the right to deny the request.

Any change in program stated on the graduation application must be brought to the attention of the Registrar.

Students will be required to pay for all coursework required for graduation, even if this should exceed 128 credits. In those instances where this credit in excess of 128 would result in a student's being required to pay flat rate tuition, the Registrar may offer the student the option of doing a 1 or 2 credit independent study, thereby keeping the credit load under 12 and the tuition rate at the per credit basis. This applies only to the unrestricted elective portion of the program, not to any coursework required for the degree or certificate.

FINANCIAL AID

Application Instructions

All matriculating students may apply for financial aid (Bachelor of Science Degree; Certificate in Management; Certificate in Alcoholism and Addictions Counseling; Certificate in Criminology/Criminal Justice). Consideration for a scholarship or financial aid from St. Joseph's College is dependent upon making application and receiving official notification of acceptance into the college.

To be considered for federal, state and institutional sources of financial aid, students should follow these procedures each academic year.

1. Complete the Free Application for Federal Student Aid (FAFSA) designating St. Joseph's College as a recipient. The student will be asked to enter one of St. Joseph's federal school codes, which are 002825 for the Brooklyn Campus and E00505 for the Long Island Campus. The FAFSA may be completed online at **www.fafsa.ed.gov**, or a paper FAFSA may be completed and mailed in to the Federal Student Aid Processor.
2. New York State Residents who plan to attend full-time should also complete the New York State Tuition Assistance Program (TAP) application. After completion of the FAFSA, a student may file the TAP application at **www.hesc.org**.

Brooklyn Undergraduate Code: 0755

Long Island Undergraduate Code: 0758

Long Island Trimester (Weekend College) Code: 0762

New York State Residents who plan to attend part-time should complete the NYS Aid for Part-time Study Application. The APTS application is available at the Office of Financial Aid.

3. If the student's FAFSA is selected by the processor for verification, the student will be asked to provide additional documentation to the Office of Financial Aid. The documentation will be compared to the FAFSA, and corrections will be made as necessary. The Office of Financial Aid must be in receipt of the documentation, and all necessary corrections must be made before awards can be disbursed.
4. Priority for certain financial aid programs will be given to students who adhere to the following recommended filing dates:

Brooklyn and Long Island Semester Students:

Fall entering new students: February 25

Fall entering transfer students: March 15

Continuing students: April 30

Spring entering students: November 1 (new and transfers)

Long Island Trimester Students:

Summer entering new students: February 25

Fall entering students: March 15

Continuing students: April 1

Spring entering students: November 1

Requirements and Responsibilities of Student Aid Recipients

All students who receive financial aid are responsible for understanding the academic standards they must meet in order to maintain eligibility for specific programs. Federal financial aid recipients should consult the Federal Financial Aid Programs section of this catalogue. Recipients of St. Joseph's college scholarships and grants should consult the St. Joseph's College Financial Aid Programs section of this catalogue. New York State financial aid recipients should consult the New York State Financial Aid Programs section of this catalogue.

Students must notify the Office of Financial Aid in writing of the amounts and sources of any outside aid that they may be receiving. For example, students should inform the Office of Financial Aid about a scholarship that they may be receiving from a community organization.

Student Expense

In order to aid in financial planning, the Office of Financial Aid has provided the following table of estimated costs at St. Joseph's College. All costs are subject to change.

St. Joseph's College

School of Professional and Graduate Studies

2011–2012 Annual Student Budget

Semester Students

Annual Full-Time Institutional Costs (12 credits or more)

Tuition	\$17,800
College Fee	\$250
Mandated Accident Insurance	\$15
Parking Fee	\$10
Student Activity Fee	\$150
Technology Fee	\$200
Special Fees (per lab course)	\$20-\$150

Part-Time Institutional Costs

Tuition	\$580	per credit
College Fee		
1 to 7 credits	\$13	per credit
8 to 11 credits	\$96	per semester
Mandated Accident Insurance	\$7.50	per semester
Student Activities Fee	\$35	per semester*
Technology Fee		
1 to 7 credits	\$40	per semester
8 to 11 credits	\$75	per semester

Annual Non-Institutional Costs (estimated)

Books and Supplies	\$1000
Personal Expenses	\$1000
Transportation	\$2000
Dependent Living Expense	\$3350
Independent Living Expense	\$6400

Trimester Students

Full-Time Institutional Costs (8-11 credits)

Tuition	\$580	per credit
College Fee	\$96	per trimester
Mandated Accident Insurance	\$5	per trimester
Student Activities Fee	\$33	per trimester*
Technology Fee	\$75	per trimester

12 credits or more

Tuition	\$8,900	per trimester
College Fee	\$125	per trimester
Mandated Accident Insurance	\$5	per trimester
Student Activities	\$33	per trimester*
Technology Fee	\$100	per trimester

Part-Time Institutional Costs (1-7 credits)

Tuition	\$580	per credit
College Fee	\$13	per credit
Mandated Accident Insurance	\$5	per trimester
Student Activities	\$16	per trimester*
Technology Fee	\$40	per trimester

Annual Non-Institutional Costs (estimated)

Books and Supplies	\$1125
Personal Expenses	\$1500
Transportation	\$3000
Dependent Living Expense	\$5025
Independent Living Expense	\$9600

Federal Financial Aid Programs

To receive federal financial aid assistance, a student must: 1) have a high school diploma or a General Education Development (GED) certificate, pass a test approved by the U.S. Department of Education, meet other standards your state establishes that the Department approves, or complete a high school education in a home school setting that is treated as such under state law; 2) be working toward a degree or certificate in an eligible program; 3) be a U.S. citizen or eligible non-citizen; 4) have a valid Social Security Number (unless you are from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau); 5) register with the Selective Service if required; 6) maintain satisfactory academic progress once in school; 7) certify that you are not in default on a federal student loan and do not owe money on a federal student grant; and 8) certify that you will use federal student aid only for educational purposes.

Satisfactory Academic Progress Policy for Federal Financial Aid Recipients

Satisfactory academic progress is defined as proceeding toward successful completion of degree requirements. The SJC Office of Financial Aid is required by federal regulation to determine whether a student is meeting the requirements. The official record of the SJC Registrar is reviewed to determine student compliance with this Policy. **Satisfactory Academic Progress is reviewed and determined at the conclusion of each semester. Students enrolled in certificate programs will be evaluated at the mid-point of their program.**

This Policy pertains only to applicants for federal assistance. A recipient of an SJC institutional scholarship, tuition remission, or an institutional grant must meet the eligibility requirements of the respective program. The New York Tuition Assistance Program (TAP), as well as any other state sponsored programs, has their own, specific progress policies. We encourage you to review the Office of Financial Aid website. If you have questions about the monitoring of satisfactory progress not addressed in this policy, please contact our office.

Satisfactory Academic Progress Requirements-

1. Not exceed a maximum number of hours to complete the degree program:
Undergraduate students must not exceed 192 credits.
Graduate students must not exceed 54 credits.
Students enrolled in certificate programs must not exceed 36 credits.
2. Maintain a cumulative Graduation/Retention Grade Point Average:
Undergraduate students must maintain a cumulative GPA of 2.0.
Graduate students must maintain a cumulative GPA of 3.0.
3. Successfully complete at least 75% of the total cumulative hours attempted. This includes **all courses attempted at SJC as well as courses transferred into SJC that are applicable to a student's program.** For example, a student who has attempted a cumulative total of 55 hours must have successfully completed at least 41 credit hours to meet the requirement ($55 \times .75 = 41.25$; round decimals down to whole numbers).

Courses/Grades Used in Determining Satisfactory Academic Progress:

All coursework attempted, including any dropped, repeated, reprieved or remedial courses or withdrawals recorded on the SJC Transcript at the time of the progress check are considered when determining if the student has exceeded the maximum number of hours for degree completion and has completed 75% of the total cumulative hours attempted.

The following grades indicate successful completion of a course: "A," "B," "C," "D," or "P."

The following grades indicate a course was not successfully completed: "F," "I," "AB," "WD," "WF," "WU," "FN," "NC," or a course for which a grade was not entered.

Audit courses are not counted in the total hours attempted for any semester or as successful completion of a course. Independent study, correspondence and extension courses may count toward successful completion of hours attempted if they are completed by the last day of the semester. For information about eligibility and payment of aid for these types of courses, please contact the Financial Aid Office.

Transfer coursework must be reflected on the SJC Transcript to be considered for purposes of financial aid eligibility

Failure to Maintain Satisfactory Academic Progress:

A student who exceeds the maximum number of hours allowed for degree completion will be suspended from future financial aid until the reason for the excessive hours can be adequately documented.

A student who either fails to achieve the required cumulative Graduation/Retention GPA, or to complete at least 75% of the total hours attempted, will be placed on financial aid probation for the following semester of enrollment at SJC. A student may receive financial aid while on probation. At the end of the probationary period, if a student is meeting the Satisfactory Academic Progress requirements, he/she will regain unconditional eligibility for federal financial aid programs. If a student has not met the requirements, he/she will have eligibility for federal financial aid suspended. Please see below.

Financial Aid Suspension:

A student denied assistance based on the Satisfactory Academic Progress Policy may submit a written appeal to the Financial Aid Appeals Committee. An appeal form is included in the suspension notification letter. The appeal and supporting documentation must be received in the SJC Financial Aid Office by the deadline reflected in the suspension notification letter. The appeal should speak **in detail** to mitigating or extenuating circumstances that affected the student's academic performance, i.e., severe physical injury or mental trauma.

A student suspended for exceeding the maximum hours allowed for degree completion should also have the academic advisor complete the "Remaining Hours Required for Degree Completion" form if extenuating circumstances require the student to exceed the maximum hours limit. The form is included in the suspension notification letter.

Action taken on a financial aid appeal is final and is transmitted to

the student in writing by the Financial Aid Appeals Committee.

Depending upon the timeliness of the appeal, it is possible for a student to have an appeal denied and also not be entitled to a refund of charges if the student chooses to withdraw from classes. A student who enrolls and attends class whose appeal is subsequently denied will be eligible for a refund of charges based solely on the refund policy in the SJC Catalog.

A student suspended for reasons other than exceeding the maximum number of hours for degree completion who does not appeal, or whose appeal is denied, may be reinstated on a probationary basis by meeting **both** of the following criteria:

1. Achieve the required cumulative Graduation/Retention GPA or the required Semester GPA (Undergraduate = 2.00; Graduate = 3.00); and,
2. Successfully complete 75% of the total cumulative hours attempted or 75% of the hours attempted for that semester.

A student may regain eligibility by attending SJC for the academic year **without the benefit of federal financial aid** and meeting the SAP eligibility criteria. A student may also regain eligibility by transferring work into SJC from an accredited institution. Transfer work must be reflected on the SJC transcript to be considered for purposes of federal financial aid eligibility.

Withdrawal From the College (Return of Title IV Funds)

Federal financial aid is awarded to a student under the assumption that the student will attend school for the entire period for which the aid is awarded. When a student withdraws from the college, he or she may no longer be eligible for the full amount of federal aid originally awarded. If a federal financial aid recipient withdraws after beginning attendance, and before the 60% point in the term, the amount of federal grant and/or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, the student may be entitled to a post-withdrawal disbursement.

Federal Pell Grant

Federal Pell Grants are awarded to students with financial need, who have not received their first Bachelor's degree. The federal government determines need and eligibility using the data submitted on the FAFSA. For the 2011-12 award year, the maximum Pell award is \$5550. The maximum amount can change each year depending on program funding levels. The exact amount a student will qualify for depends on the Expected Family Contribution (EFC) calculated from data on the FAFSA, cost of attendance at a particular school, the student's enrollment status and a student's plans to attend school for a full academic year or less.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grants are awarded to undergraduates with exceptional financial need. Awards at SJC range from \$500 to \$1,000 per year, and priority will be given to Pell eligible students with the lowest Expected Family Contributions.

Federal Work-Study Program

Federal Work-Study Program provides part-time employment for undergraduate students with financial need, allowing them to earn money to help cover educational expenses. Job placement is through the Office of Financial Aid and students receive a monthly paycheck for work performed.

Federal Perkins Loan

Federal Perkins Loans are a low interest (5%) loan for students with exceptional financial need. At SJC, Perkins Loans are available to full-time, Pell eligible undergraduate students. Awards are subject to availability.

Federal Stafford Loans

Federal Stafford Loans are awarded to undergraduate and graduate students who are enrolled at least half time in an approved program of study. Federal Stafford Loans are either Subsidized or Unsubsidized. Subsidized loans are awarded on the basis of financial need, and the government pays the interest on subsidized loans while a student is school, in a grace period, or in deferment. Unsubsidized loans are not based on financial need and a student is responsible for the interest from the time the loan is disbursed. A student can either pay the interest or allow it to accumulate and be capitalized. Capitalizing interest will increase the amount that a student must repay. Stafford Loans have annual and aggregate loan limits based on grade level, dependency status and level of study.

Federal Parent Loans for Undergraduate Students (PLUS Loan)

Parents may borrow a PLUS Loan for a dependent undergraduate student enrolled at least half time in an approved program of study. Parents must be credit approved to receive a PLUS Loan. The annual limit is the Cost of Attendance minus any other aid that a student is receiving.

New York State Financial Aid Programs

For additional information on any New York State Programs, including questions of eligibility, please contact New York State Higher Education Services Corporation (NYSHESC) at (888) NYS-HESC or visit their website at **www.hesc.org**.

Tuition Assistance Program (TAP)

Full-time students in an approved program of study who meet New York State residency requirements may be eligible for up to \$5,000 per academic year. Effective for the 2007-08 academic year and thereafter, TAP is available to students on a part-time basis. To be eligible for Part-Time TAP, a student must have been a first time freshman in the 2006-07 academic year or thereafter, and must have earned 12 credits or more in each of two consecutive semesters. To be eligible for TAP students must also be a U.S. citizen or eligible non-citizen, be a legal resident of New York State, be in good academic standing, not be in default on a student loan made under a NYS or federal loan program and meet income eligibility requirements.

Aid for Part-Time Study (APTS)

Part-time students in an approved program of study who meet New York State residency requirements may be eligible for up to \$2,000 per academic year. Awards cannot exceed tuition.

Additional Programs

In addition to TAP and APTS, NYSHESC administers a variety of additional programs. Some examples of other programs are:

- Flight 3407 Memorial Scholarship
- Flight 587 Memorial Scholarship
- NYS Scholarships for Academic Excellence
- Military Service Recognition Scholarship
- World Trade Center Memorial Scholarship

For information on any of the programs administered by NYSHESC, please call (888) NYS-HESC or visit **www.hesc.org**.

Satisfactory Academic Progress Requirements for New York State Aid Recipients

In order to receive TAP payments a student must be meeting the standards of academic progress set by the New York State Education Department, which consist of two components:

1. Satisfactory Academic Progress: A requirement that a student accumulates a specified number of credits and achieves a specified cumulative grade point average each term. Please refer to the chart below.
2. Pursuit of Program: A requirement that a student completes a certain percentage of credits attempted each term. The percentage, as specified in regulations, begins at 50% of the minimum full-time course load in each term of the first year an award is received, to 75% in each term of the second year an award is received, to 100% in each term of the third year an award is received and thereafter.

In accordance with section 145-2.2 of the *Regulations of the Commissioner of Education*, each institution participating in State student financial aid programs must determine whether a student is in good academic standing based on a standard of satisfactory academic progress comprising a minimum number of credits to be accrued (earned) with a minimum cumulative grade point average in each term an award payment is received. The progress standard is most clearly presented in chart format (see below).

Initially, the regulation provided that each institution establish and submit for the Commissioner's approval its proposed standard of progress. However, for the 1995-96 academic year and thereafter, new legislation mandated a minimum cumulative C average after a student has received four full-time semester award payments or the equivalent (24 payment points).

Effective for the 2010-11 academic year and thereafter, New York State Education Law requires a non-remedial student, whose first award year is in 2010-11 and thereafter, must meet new standards of satisfactory academic progress (SAP). Non-remedial students whose first year is 2007-08 through 2009-10 must meet the SAP requirements enacted in 2006. Those meeting the definition of “remedial student” are not subject to the new SAP standards, but will use the requirements established in 2006. The law enacted in 2006 mandated minimum standards of satisfactory academic progress for students receiving their first State award in academic year 2006-07.

Effective 2010-11 for non-remedial students receiving first NYS award payment in 2010-11 and thereafter. Remedial students and students enrolled in an approved certificate program will use the 2006 SAP charts.

Undergraduate Level Semester Programs
 Calendar: Semester 2010-11 and thereafter (non-remedial students)

Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A Student Must Have Accrued at Least This Many Credits	0	6	15	27	39	51	66	81	96	111
With At Least This Grade Point Average	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

Undergraduate Level Trimester Programs
 Calendar: Trimester 2010-11 and thereafter (non-remedial students)
 C average must be met by 6th payment

Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A Student Must Have Accrued at Least This Many Credits	0	4	8	14	22	30	38	46	56	66
With At Least This Grade Point Average	0	1.1	1.5	1.5	1.8	2.0	2.0	2.0	2.0	2.0

Before Being Certified for This Payment	11th	12th	13th	14th	15th
A Student Must Have Accrued at Least This Many Credits	76	86	96	106	116
With At Least This Grade Point Average	2.0	2.0	2.0	2.0	2.0

Note: The 2010-11 enacted NYS budget mandates the following standards of progress, enacted in 2006-07, shall be used for non-remedial students who first receive State aid in 2007-08 through 2009-10 and for students who meet the definition of “remedial student” in 2010-11 and thereafter. The enacted budget defines remedial for purposes of SAP.

Undergraduate Level Semester Programs

Calendar: Semester Calendar 2006-07, 2007-08 through 2009-10 and 2010-11 and thereafter remedial students (if student's first award was in 2010-11 and he/she does not meet the definition of a remedial student, see charts for non-remedial students)

Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A Student Must Have Accrued at Least This Many Credits	0	3	9	21	33	45	60	75	90	105
With At Least This Grade Point Average	0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

Undergraduate Level Trimester Programs

Calendar: Trimester Calendar 2006-07, 2007-08 through 2009-10 and 2010-11 and thereafter remedial students (if student's first award was in 2010-11 and he/she does not meet the definition of a remedial student, see charts for non-remedial students)

Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A Student Must Have Accrued at Least This Many Credits	0	2	4	9	17	25	33	40	50	60
With At Least This Grade Point Average	0	1.1	1.1	1.2	1.2	1.3	2.0	2.0	2.0	2.0

Before Being Certified for This Payment	11th	12th	13th	14th	15th
A Student Must Have Accrued at Least This Many Credits	70	80	90	100	110
With At Least This Grade Point Average	2.0	2.0	2.0	2.0	2.0

Students must meet both the program pursuit requirements and the satisfactory academic progress requirements in each term of payment in order to continue to be eligible. In extraordinary circumstances, a student may be granted a waiver of the minimum requirements. Students are eligible for a waiver only once during their undergraduate career and once during their graduate career. For information about the process of filing a waiver, please contact the Office of the Registrar.

Individuals with Disabilities

Students who are medically diagnosed with a physical, developmental or emotional disability may be eligible for a grant that would help cover tuition, fees and the cost of books. Please contact the Office of Vocational and Educational Services for Individuals with Disabilities (VESID) for more information, or visit their website at **www.vesid.nysed.gov**.

St. Joseph's College Financial Aid Programs

School of Professional and Graduate Studies Grants

St. Joseph's College offers a limited number of partial-tuition grants to matriculated students. Grant amounts vary according to financial need and available funds. Award determination is made by the Office of Financial Aid. Priority will be given to students who adhere to recommended filing dates.

School of Professional and Graduate Studies Transfer Scholarships

St. Joseph's College offers a limited number of partial-tuition scholarships to matriculated transfer students entering the School of Professional and Graduate Studies. Certain conditions apply. Consult an admissions counselor for more information.

NYPD, FDNY, NYCDC and NYCCO Personnel Grants

St. Joseph's College offers grants to personnel and civilian staff of the New York City Police Department, the Fire Department of the City of New York, New York City Department of Correction and New York City Court Officers. Consult an admissions counselor for more information.

Registered Professional Nurses Grant

St. Joseph's College offers a grant for registered professional nurses in the United States who are pursuing a bachelor's degree, and who do not receive full tuition reimbursement from their employer. Consult an admissions counselor for application procedures.

Alumni Grant

Entering students who are sons and daughters of SJC alumni are considered for this award. If funding permits, other relatives of alumni may be considered. The amount of this grant varies and is determined and awarded on a yearly basis. An application is required and must be submitted to the Director of Alumni Relations. A separate application, available at **www.sjcny.edu**, must be submitted each year by March 1. Alumni grants are determined by the Alumni Association Scholarship Committee.

Two in Family Grant

If two or more siblings of a family are enrolled as full-time undergraduate students at SJC, a \$500 per year grant will be awarded to the eldest student. If twins or spouses are enrolled as full-time undergraduate students, they will each be awarded \$250 per year. If a parent and a child are enrolled as full-time undergraduate students, the parent will be awarded the \$500 grant.

Alumni Graduate Academic Excellence Award

St. Joseph's College graduates who completed their bachelor's degree with a final cumulative GPA of 3.4 or higher, and who are admitted to a Graduate Program at St. Joseph's College may be eligible for the one-credit St. Joseph's College Alumni Graduate Academic Excellence Award. Eligible students are entitled to a one-credit tuition grant in the first fall semester of matriculation as a graduate student. Consult the Office of Admissions for applicable conditions and procedures.

Graduate Alumni Tuition Grant

Students who earned their bachelor's degree from St. Joseph's College and who are enrolled in a Graduate Program at St. Joseph's College may be eligible to receive a three or six credit tuition grant. Students eligible for a six-credit grant are entitled to a three-credit tuition grant in the fall semester and a three-credit tuition grant in the spring semester of their last year. If students are eligible for a three-credit grant, the grant will be awarded in the last semester (excluding summer). Consult the Office of Admissions for applicable conditions and procedures.

Save Time Save Money

Undergraduate students who are granted acceptance can get a head start on an SJC graduate management degree—MBA, MBA in Accounting, MBA in Health Care Management, MS in Management (with concentrations in Organizational Management or Health Care Management or Human Resources Management) or an MS in Human Services Leadership by taking graduate courses that would satisfy their undergraduate and graduate degree requirements at the same time. The maximum number of SJC graduate credits that can be taken is six. These graduate credits are billed at the undergraduate tuition rate. This opportunity is restricted to seniors who have met certain requirements. Additional information can be obtained from an academic advisor.

Scholarships and Grants at St. Joseph's College are underwritten in part
by the following sources:

The Edith & Frances Mulhall Achilles Memorial Fund
The Gregg & JoAnne Alfano Endowed Scholarship Fund
The Dion Arroyo Endowed Scholarship Fund
The Sheila Baird Scholarship
The Richard Barry Endowed Scholarship Fund
The Sister Margaret Buckley Scholarship Fund
The Sister Mary Florence Burns Scholarship Fund
The Mary Butz Endowed Scholarship Fund
The Louis Calder Scholarship
The Rosemary S. Chapman Memorial Scholarship Fund
The Class of 1964 Endowed Scholarship Fund
The Con Edison Math & Science Endowed Scholarship Fund
The Frances Partridge Connor Scholarship
Contributed Services – Sisters of St. Joseph
The Rt. Rev. William T. Dillon Memorial Scholarship Fund
The Thomas A. Doherty Scholarship Fund
The Marygrace Calhoun Dunn Scholarship Fund for the ACES Program
Patricia A. Dyon Endowed Scholarship Fund
The Sister Marie Clotilde Falvey Endowed Scholarship Fund
The James Farrell Endowed Scholarship Fund
The Margaret M. Farrell Endowed Scholarship Fund
The Drs. James Aloysius Gibson & Patricia Brozinsky Scholarship Fund
The Agnes Woods Gill Endowed Scholarship Fund
The Elizabeth M. Gimblet & Denis F. Gimblet Memorial Scholarship Fund
The Emilia Longobardo Govan Endowed Scholarship Fund
Graduate Management Studies Leadership Scholarship Fund
The Sister Joseph Damien Hanlon Endowed Scholarship Fund
The Laura W. Heiden Memorial Scholarship Fund
Dr. Mary J. Huschle Endowed Scholarship Fund
The Dorothy & Bernard Kennedy Scholarship Fund
King Kullen Grocery Co., Inc.
The Blanche A. Knauth Endowed Scholarship
The Anne Buckley McAssey Scholarship Fund
The Margaret Welch McDermott Nursing Scholarship
The Linda Morgante Nursing Scholarship
The Eileen Mulcahy Endowed Scholarship Fund
The Mary St. John Murphy Endowed Scholarship
Edna Hall Murray Endowed Scholarship Fund
The Rosemary O'Halloran Scholars
The Sister George Aquin O'Connor Endowed Scholarship Fund
The Annie O'Rourke Endowed Scholarship Fund
The Kathleen Dorothy Beck Panoff Endowed Scholarship Fund
The Doris Oshinski Powers Endowed Scholarship Fund
The Gilbert Rivera Scholarship Fund
The Erminia Rivera Scholarship Fund
The Sister Joseph Immaculate Schwartz Endowed Scholarship Fund
The Nicholas Scoyni Endowed Scholarship Fund
The Stanley & Grace Spinola Endowed Scholarship Fund
Town of Brookhaven Industrial Development Agency Endowed Scholarship Fund
The Janet Prendergast Vickrey Memorial Scholarship Fund
The Thomas Wendt Scholarship Fund
St. Joseph's College Alumni Scholarships

VETERANS INFORMATION

Veterans and Children of Deceased Veterans

St. Joseph's College is fully approved by the New York State Education Department as well as other agencies for college level education programs for veterans under federal and state laws. For more information on these programs, please visit the Department of Veterans Affairs website at www.va.gov.

Because this is a two-year catalogue, some information may be out of date. Students with questions concerning financial aid should contact the Office of Financial Aid at (718) 940-5700 for the Brooklyn campus and (631) 687-2600 for the Long Island Campus

ACADEMIC LIFE

DEGREE PROGRAMS

St. Joseph's College offers the following degree programs, which are registered with the New York State Education Department.

School of Professional and Graduate Studies

The College provides the following opportunities for adults with diversified professional and personal experiences to pursue college degree programs. These programs are administered by the School of Professional and Graduate Studies.

BACHELOR OF SCIENCE in Business Administration with a major in Accounting. Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

DUAL BACHELOR OF SCIENCE in Accounting and MASTER OF BUSINESS ADMINISTRATION in Accounting. This 152-credit program stresses both the study of graduate accounting topics and the development of managerial effectiveness. It satisfies the 2009 education requirements for C.P.A. licensure and is registered with the New York State Education Department, Office of the Professions.

BACHELOR OF SCIENCE in Community Health and Human Services and also in Health Administration. Students applying for the B.S. in Community Health and Human Services or the B.S. in Health Administration must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

DUAL BACHELOR OF SCIENCE in Health Administration and MASTER OF BUSINESS ADMINISTRATION in Health Care Management. This 152 credit accelerated curriculum fosters the application of theoretical knowledge to real-world health care issues.

BACHELOR OF SCIENCE in Computer Information Systems. Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

BACHELOR OF SCIENCE in Criminal Justice. Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

BACHELOR OF SCIENCE in Marketing. Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

BACHELOR OF SCIENCE in Nursing. Accredited by the National League for Nursing Accrediting Commission, the program is designed specifically for registered nurses. The curriculum consists of 128 credits which includes lower-division course requirements and upper-division courses. At least 60 credits must be in the liberal arts.

BACHELOR OF SCIENCE in Organizational Management. Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts. Also available in the online format—see ***Bachelor of Science in Organizational Management Online Program (OMOP)***.

DUAL BACHELOR OF SCIENCE in Organizational Management and MASTER OF BUSINESS ADMINISTRATION. This 152 credit accelerated curriculum fosters the application of theoretical knowledge to promote organizational effectiveness.

DUAL BACHELOR OF SCIENCE in Organizational Management and MASTER OF SCIENCE in Management with a concentration in Human Resources Management. This 152 credit accelerated curriculum fosters the application of theoretical knowledge in support of developing organization's human resources.

BACHELOR OF SCIENCE in General Studies. This program provides an opportunity for students with non-traditional academic backgrounds as well as those who have an Associate degree to pursue a flexible course of study. Of the 128 credits required for the degree, at least 60 must be in the liberal arts.

Personalized advisement is the key to this approach. With the assistance and guidance of a trained advisor, students design a program around their strengths, experiences, and aspirations, drawing from the various courses of the College.

For all undergraduate degrees, a cumulative index of 2.0 is required, as well as an index of 2.0 in the major.

EXECUTIVE MASTER OF BUSINESS ADMINISTRATION. This 36-credit program allows students with acceptable work experience to apply graduate-level management and financial theory to workplace issues and problems.

MASTER OF BUSINESS ADMINISTRATION in Accounting. This 36-credit program stresses both the study of graduate accounting topics and the development of managerial effectiveness.

MASTER OF BUSINESS ADMINISTRATION in Health Care Management. This 36-credit program is designed to provide health care professionals with a comprehensive management education that focuses on current issues in the health field.

MASTER OF BUSINESS ADMINISTRATION in Health Care Management with a Concentration in Health Information Systems. This 36-credit program is designed to develop students' expertise in the planning, development, and implementation of health information systems. The concentration focuses on how Health Information Systems can improve the delivery of health care with the latest methods and technologies for the collection, organization, use, and evaluation of health care information.

MASTER OF SCIENCE in Human Services Leadership. This 30-credit program provides professionals with a comprehensive experiential learning education that focuses on developing leadership competencies relevant to the human services field.

MASTER OF SCIENCE in Management. This 36-credit curriculum is designed for students who desire a concentration in a specialized area of study. It consists of a 24-credit business core plus a 12-credit concentration in Organizational Management, or Health Care Management, or Human Resources Management.

MASTER OF SCIENCE with a Major in Nursing.

This is a part-time, cohort-based program that can be completed in seven semesters of study. The program offers a choice of two concentrations: Clinical Nurse Specialist in Adult Health (38 credits) or Nursing Education (37 credits). All students will also be required to successfully

complete a comprehensive examination with a grade of B or higher to graduate. The program is registered with the New York State Education Department, Office of the Professions.

GRADUATE ADVANCED CERTIFICATES

The following advanced certificates are registered with New York State Education Department and are offered by the Office of Graduate Management Studies:

- Health Care Management (15 credits)
- Human Resources Management (15 credits)
- Management of Health Information Systems (15 credits)

For all graduate degrees, a cumulative index of 3.0 is required.

CERTIFICATE PROGRAMS

St. Joseph's College, through its School of Professional and Graduate Studies, offers the following undergraduate certificate programs, which are registered with New York State Education Department: Alcoholism and Addictions Counseling (29 credits), Care Management (12 credits), Counseling (12 credits), Criminology/Criminal Justice (24 credits), Gerontology (12 credits), Health Care Management (15 credits), Health Instruction (12 credits), Home Care Administration (18 credits), Hospice (15 credits), Human Resources (15 credits), Information Technology Applications (12 credits), Leadership and Supervision (12 credits), Management (28 credits), Marketing, Advertising, and Public Relations (12 credits), and Training and Staff Development (12 credits).

For these certificates, a cumulative index of 2.0 is required.

WEEKEND COLLEGE TRIMESTER PROGRAM

Offered through the School of Professional and Graduate Studies on the Long Island Campus, accelerated Weekend College is intended for mature individuals with career and family responsibilities who wish to obtain a bachelor's degree or certificate but find it difficult to attend day or evening classes.

With classes offered approximately every other weekend in the trimester format, the accelerated Weekend College aims to provide adult students with an opportunity for personal and career development. Student achievement is fostered in an environment that encourages self-directed learning supported by a structure of relationships and on-going advisement.

Applicants wishing to pursue a degree or certificate program in the accelerated Weekend College must satisfy the admission requirements for the degree or certificate program, as well as possess the maturity and background to undertake this challenging academic format. Students may supplement their trimester credit with credit by examination, prior experiential learning assessment credit, video course credit, or by enrolling in additional evening courses. The following programs are offered: B.S. degrees in Community Health and Human Services, Health Administration and Organizational Management as well as Certificates in Counseling, Gerontology, Health Care Management, Home Care Administration, Human Resources, Information Technology Applications, Leadership and Supervision, Management, and Training and Staff Development.

School of Arts and Sciences

BACHELOR OF ARTS in Biology, Chemistry (only in Brooklyn), Child Study, Criminal Justice, English, History, Human Relations, Mathematics, Philosophy and Religious Studies (only in L.I.), Psychology, Social Science, Spanish, and Speech. Students applying for the B.A. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 90 of which must be in the liberal arts. Those who wish to teach on the elementary or secondary level will also follow the programs approved for teacher certification.

BACHELOR OF SCIENCE in Biology, Chemistry (only in Brooklyn), Mathematics, Computer Science and Computer Information Systems, and Medical Technology (only in Brooklyn). Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts. Those who wish to teach on the secondary level will also follow the programs approved for teacher certification.

BACHELOR OF SCIENCE in Business Administration. Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

BACHELOR OF SCIENCE in Business Administration with a major in Accounting. Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

BACHELOR OF SCIENCE in Marketing. Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

DUAL BACHELOR OF SCIENCE in Accounting and MASTER OF BUSINESS ADMINISTRATION in Accounting. This 152-credit program stresses both the study of graduate accounting topics and the development of managerial effectiveness. It satisfies the 2009 education requirements for C.P.A. licensure and is registered with the New York State Education Department, Office of the Professions

BACHELOR OF SCIENCE in Recreation. Students applying for the B.S. in Recreation must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts

For all bachelor's degrees, a cumulative index of 2.0 is required, as well as an index of 2.0 in the major (higher, if so indicated by the major department.)

MASTER OF ARTS in Infant/Toddler Early Childhood Special Education. The program is designed for those interested in obtaining a Master of Arts degree with certification in Early Childhood Special Education. The graduate program consists of 36 credits. Students must complete the 36 credits, which includes one semester or summer session in a full time field-work placement, and a Master's thesis.

MASTER OF ARTS in Literacy and Cognition (B-6, Grades 5-12, and B-12). The Master of Arts in Literacy and Cognition addresses the literacy challenges of students in the Birth through Grade Six, as well as secondary students in the Grades 5 through 12. For those graduate students who want to understand the full range of literacy challenges, a Birth through Grade 12 certification is also available. The B-6 and Grades 5-12 programs consist of 36 credits, 12 credits of core courses and 24 credits that link literacy instruction to the New York State Learning Standards. The Birth through Grade 12 is composed of 45 credits. These part-time programs lead to three New York State certifications (B-6, Grade 5-12, and B-12).

MASTER OF ARTS in Childhood or Adolescent Special Education with an Annotation in Severe and Multiple Disabilities (Birth to age 21). was designed to fulfill the need for highly qualified New York State teachers. The program consists of 36 credits, divided into 4 leadership core courses and 8 courses in special education. By the program's end, the candidate will be eligible for the following certifications, depending up on your initial certification: Childhood Special Education, the New Adolescence Generalist in Special Education with extensions available in Biology, Earch Science, English, Math, Social Studies and/or Spanish.

MASTER OF ARTS in Mathematics Education. This part-time program is designed for those who possess initial certification in Mathematics. The goal of this program is to instill in teaching professionals dedication to the discipline, as well as the desire and ability to become lifelong learners. The graduate program consists of 30 credits and fulfills the degree requirements for professional certification in Mathematics.

For all Graduate degrees and certificates, a cumulative index of 3.0 is required.

ACADEMIC ADVISEMENT

An integral part of providing a quality educational experience to adults is an academic advisement system that can be responsive to their individual needs. Toward that end the School requires that all students meet with an advisor to plan an academic program. Prior to this meeting, students receive a counseling worksheet that will guide them and their advisors in the preparation of their programs. Students should retain this worksheet and bring it to subsequent advisement meetings. It is recommended that students consult with an advisor once a semester.

COURSELOAD. Full-time students may carry sixteen credits per term. Students beyond freshman year may take up to eighteen credits with the approval of an advisor. For more than six courses or eighteen credits in one semester, the permission of the Dean is required. (See Tuition Policy.)

Students taking the Portfolio and Career Development Seminar may have their courseload restricted. (See Prior Experiential Learning Assessment.)

PASS/NO CREDIT OPTION. To encourage exploration and experimentation in curricular areas, the faculty has provided that juniors and seniors may take one course per semester or during intersession or summer session on an index-free basis (i.e., the grade is not computed in the index). Students may not take more than a total of four courses Pass/No Credit.

Courses required either by the core curriculum or by the student's major department or area of concentration may not be elected on this basis. Students may have the first three weeks of the term in which to indicate that they wish to take this option (or in the case of a Summer Session or Intersession Course, before the fourth class). No changes, either to Pass/No Credit or back to letter grade, may be made after that time. Grades assigned are P or NC (Pass or No Credit).

Students should be cautioned that taking courses on a Pass/No Credit basis may make them ineligible for honors. (See Honors.)

REPEATED COURSES. A student who receives an unsatisfactory grade in a course specifically required for the degree, for the major, or for a certificate program may request departmental approval to repeat the course. Although the grade of F is the only one for which credit is not given, departments may require a grade of C or better for satisfactory completion of certain departmental requirements. In such cases, the Chairperson may permit the student to repeat a course in order to demonstrate mastery of the subject. Both the original grade and the repeated grade will appear on the transcript. Credit will be given only once for the course, and only the most recent grade will be calculated in the index.

AUDITING COURSES. Matriculated students may audit courses with the consent of the instructor and the permission of the Dean. Non-matriculated students pay the regular tuition for this privilege. No credit is given for audited courses, and no records are kept.

ACADEMIC POLICIES

Academic Integrity

In common with all colleges and universities engaged in the search for knowledge, St. Joseph's College is committed to high standards of academic honesty. Moreover, as a college whose motto is "Esse non videri: To be, not to seem," St. Joseph's has a long-standing tradition of considering integrity as a primary value.

The College expects students to observe academic integrity in all aspects of their academic life, including the conduct of their examinations, assignments, and research. All members of the college community share the responsibility for creating a climate of academic integrity, based on fairness to others and respect for oneself.

Violations of academic integrity are treated very seriously. Policies and procedures for violations of academic honesty are explained in detail in the **Student Policy Handbook**.

Attendance

Students are expected to attend regularly and punctually all classes in which they are registered. Because active participation is considered vital to the educational process, class work constitutes 60–75% of the final grade in the course. Students who must be absent for an extended period of time are urged, therefore, to contact the individual instructor or the academic advisor concerning classwork, assignments, and announced quizzes.

At the same time, the faculty recognizes that on occasion students cannot be present. Because faculty members have confidence in the maturity of the student body and recognize the personal growth which comes through responsible freedom, the faculty has vested all members of the student body with personal responsibility for their attendance.

The faculty wish to emphasize, however, that students are equally responsible with them for creating a climate of inquiry and sharing. True education results only from active involvement in the learning process.

Students will not be permitted to register for a class after the second class session. (For a six-week or trimester course, students will not be permitted to register after the first class session.) Students may not register for nor enter writing courses after the first class session without the authorization of the Writing Coordinator.

If students have registered in advance but have missed the first two class sessions (*or* have missed the first class session of a six-week or trimester course), they will be encouraged to withdraw from the class. The reason for this is the compressed nature of the School of Professional and Graduate Studies scheduling configuration and the difficulty encountered by students attempting to make up missed work.

Students should understand that if they insist on staying in the class under these circumstances, they accept the responsibility of their decision. They should also understand that it will be difficult for them to make up the missed work, that the instructor is under no obligation to help them make up the missed material, and that their final grades may be affected both from the standpoint of material missed and class participation opportunities forfeited.

Change of Major

Students who wish to change their majors must submit this intent in writing to the Registrar. These requests are reviewed by the Department Chairperson or advisor. Students must then meet with an advisor to plan a new program. Change of major should be effected before the period of programming for the following term.

Where it appears that a student's request to change majors is being initiated in order to graduate at an earlier date and where it appears that the student intends to complete another major at St. Joseph's College, the Dean—in consultation with the appropriate department chairpersons—reserves the right to deny the request.

Double Major

A double major is the fulfillment of the requirements in two majors concurrently. To earn a degree with double majors, the student must fulfill all of the requirements of the degree program(s) of which the majors are a part. Only one degree will be awarded, but a notation recognizing the completion of the second major will be posted on the student's permanent record. *This option does not pertain between certain majors—consult the Registrar's Office.* Applications for a double major may be obtained in the Registrar's Office.

Change of Schedule

A fee of \$20 is charged for each change of schedule form starting the day each class begins. If a course is cancelled, the students affected will be notified; there is no fee for this change of schedule.

Late Registration

A fee of \$25 is charged for late registration payable on the first class session. Students are not permitted to register for a course in a fourteen-week session after the second class meeting (i.e., after two meetings of three hours each), nor register for a six-week session after the first class session has met (i.e., after one session of seven and one-half hours).

Withdrawing from Courses

A student who wishes to withdraw from a course in which he or she is registered, should obtain the official form from the Registrar, and follow the procedure outlined. Ordinarily, withdrawal may take place up to the midpoint of the term or session; thereafter, it may take place only for a most unusual reason and with the approval of the Dean. A fee of \$20 for each form is charged. Students are advised to investigate the implications of withdrawing from courses on their eligibility for financial aid.

A student who does not withdraw officially from a course continues on the class register and must satisfy the requirements of the course. A student who ceases to attend a course before the midpoint of the semester will be withdrawn at the end of the semester and will receive a grade of WU. A student who ceases to attend a course after the midpoint will receive a grade of FN (Failure for non-attendance). A student who is failing a course and wishes to withdraw after the midpoint will receive a grade of WF (Withdrew failing).

Full-time students who receive permission to withdraw from a single course are not entitled to a refund unless the withdrawal involves extra credits. Once the session has begun, flat-rate students who change their programs to less than 12 credits will continue to be responsible for the flat-rate tuition charge (as opposed to the per credit rate). The time of the withdrawal is considered when calculating refunds. Tuition liability is based on the date the change of program form is received by the Registrar.

Courses to be Taken at St. Joseph's College

Students are required to take a minimum of 32 credit hours of coursework with St. Joseph's College. The following courses will not be offered at the College's extension sites: ENG 103 Writing for Effective Communication; CHS 403 Community Health/Human Services and the Liberal Arts; GS/HA 404 Administration and the Liberal Arts; BUS/CHA 495 Academic Writing and Research; BUS/CHS/HA 498 Capstone Research in Organizational Management, Capstone Research in Community Health/Human Services, Capstone Research in Health Administration. The College reserves the right to restrict other course offerings to the Main or Branch Campuses.

Courses at Other Colleges

Students who have reason to take courses for credit at other colleges should file the appropriate form in the Registrar's office. The decision to allow students to take such courses is made by the Dean in consultation with the Department Chairperson or advisor. The College reserves the right to refuse permission or to limit the number of such courses. Students who transfer to St. Joseph's as Juniors are usually expected to complete their course and credit requirements at the College. Upper level students may not take courses at junior or community colleges.

When the courses have been completed, students are responsible for having an official transcript sent to the Registrar. Although the grades are not entered on the transcript nor included in the cumulative index, no credit will be allowed for a course with a grade below C-. (For Transfer Student Policy, see ***Admission and Finances.***)

Academic Standing

St. Joseph's College accepts for matriculation only those students whom the College believes capable of completing the requirements for the degree. Since students may experience difficulty at some point, however, they should consult, early enough in the term for practical assistance, the class instructor and/or the Chairperson of the Department, the Director of Counseling, their Academic Advisors, or any other faculty members. Students are advised to investigate the implications of academic standing on their eligibility for financial aid.

Satisfactory Progress is ordinarily represented by an index of 2.0. Students with indexes below 2.0 are evaluated by the Academic Development Committee. Basing their judgment upon the students' tested potential, previous academic background, and calculated estimation of improvement, the Committee may permit students to continue in the College in good standing, under the guidance of academic advisors, for a stated time, thus giving them a chance to succeed. However, this does not

automatically mean that such a student is eligible for financial aid. Such students should consult the Financial Aid section of this catalogue, the Registrar, and the Director of Financial Aid to determine their continued eligibility for financial aid.

At the end of each semester the Registrar reviews the record of every student and refers to the Committee on Academic Development those who have failed to maintain an index of 2.0 and/or who have failed to complete successfully the minimum number of credits for their enrollment status (FT or PT). The faculty members, with the Dean, and the Registrar as consultants, endeavor to determine the causes of the academic difficulty and recommend adjustments in program for the following term. The faculty members of the Committee serve thereafter as special advisors to those students who have been referred to them.

Full-time students who, at the end of a semester, have not achieved an index of 2.0 or higher, and/or who have failed to complete successfully the minimum number of credits for their enrollment status, may not take more than 12 credits the following semester. Part-time students may not take more than 6 credits the following semester without special permission of the Dean. Although the Committee on Academic Development reviews each case individually, students who continue to achieve below the required index of 2.0 and/or who have failed to complete successfully the minimum number of credits for their enrollment status will be advised to withdraw. Students who have been asked to withdraw may represent to the Dean, in person or in writing, any relevant circumstances.

Reinstatement

Students asked to withdraw because of unsatisfactory progress may apply to be readmitted to the College. The procedure requires a written request, assessment of previous academic record and of potential, evidence of increased motivation, possible retesting, and approval of the Chairperson of the major department and the Dean.

Students who have been reinstated are responsible for finding out the conditions, if any, which must be satisfied in order to obtain financial aid.

Examinations

Final examinations are held at the end of each semester. Exceptions to this procedure require the approval of the Dean.

Genuine emergency such as illness is the only excuse for absence from an examination. Documentation of the emergency may be required. A student who is absent from a final examination must call the Registrar on the day of the exam, giving the reason for the absence. Within one week, the student must write to the Dean, stating the reason for the absence and requesting a make-up exam. A fee of \$25 dollars is required for each make-up examination. By faculty regulation, a special examination may be given no sooner than one month from the date of the originally scheduled examination. The dates for such examinations are listed on the academic calendar; the hours are specified by the Registrar. Students must take the make-up exam at the time specified. A student who is absent from a make-up exam will receive a grade of zero for the exam.

Incompletes

If a faculty member believes that a student, for a serious reason, should be allowed additional time in which to complete the requirements of a course, the faculty member may file a form with the Registrar to this effect. It is the responsibility of the student for whom such exception has been made to see that the work is completed so that the faculty member may give the final grade to the Registrar NOT LATER THAN January 31 for the Fall semester, July 1 for the Spring semester, and September 1 for the Summer session. All coursework must be completed prior to the day of graduation.

Grades and Reports

Transcripts of courses and grades are posted at the end of each term. The final grade in each course is based on the class mark, weighted as 60-75% of the total, and the final exam mark, weighted as 25-40%. Grades are interpreted as follows:

<i>Quality</i>	<i>Grade</i>	<i>Percentage</i>	<i>Quality Points</i>
Excellent	{ A	93.0 - 100.00	4.0
	{ A-	90.0 - 92.9	3.7
Good	{ B+	87.0 - 89.9	3.3
	{ B	83.0 - 86.9	3.0
	{ B-	80.0 - 82.9	2.7
Satisfactory	{ C+	77.0 - 79.9	2.3
	{ C	73.0 - 76.9	2.0
Passing	{ C-	70.0 - 72.9	1.7
	{ D+	67.0 - 69.9	1.3
	{ D	63.0 - 66.9	1.0
	{ D-	60.0 - 62.9	0.7
Unsatisfactory	F	Below 60.0	0.0

- *WD Student officially withdraws from a course; no grade penalty.
- *WF Withdrew Failing
- *WU Unofficial withdrawal before midpoint without penalty
- *FN Failure for non-attendance

Pass/No Credit Basis

Pass	P	60 - 100	—
Unsatisfactory	NC	Below 60	—

*See page 26.

Withdrawal from the College

Students who plan to withdraw from the College should consult an advisor and then submit written notification of withdrawal. All financial obligations to the College must be fully paid before students may withdraw or graduate in good standing. In addition, students who have received a scholarship or loan must have an exit interview with the Financial Aid Officer. (See Financial Aid). It is important for financial aid purposes that the last date of attendance be officially recorded. The Administration of the College may require the withdrawal of students whose academic record or conduct is judged unsatisfactory.

Students who have been inactive for two semesters or more should consider themselves withdrawn. If they wish to later re-enroll at the College, they will be required to be readmitted and will be subject to all the requirements and procedures in force upon their subsequent readmission. See General Limitations on Prior Learning Credit.

St. Joseph's College is under no obligation to readmit students who have withdrawn from the College or who have been asked to withdraw.

HONORS

Dean's Honor List

At the beginning of each term, the Dean publishes the names of those full-time students (12 credits or more) who in the previous academic semester attained an index of 3.65 or higher. Part-time students who attain an index of 3.65 after 15 credits are also eligible for the Dean's Honor List. Eligibility is automatically determined at the end of each semester. This list is posted on a special bulletin board in the main hall of the College, outside the Dean's Office.

Senior Honors

Students who achieve a cumulative index of 3.8 for the last 30 credits taken at St. Joseph's College will receive Senior Honors.

Distinguished Graduate Award

The Distinguished Graduate Award is given to students who achieve a cumulative index of 3.85 for the last 45 credits taken at the College. Persons receiving the Distinguished Graduate Award will not also receive Senior Honors.

HONOR SOCIETIES

Delta Gamma Sigma

Membership in the School of Professional and Graduate Studies honor society, Delta Gamma Sigma, is based on academic performance as well as on significant volunteer service to the College, to the community and/or professional organizations. The name of the honor society, Delta Gamma Sigma, is derived from the first letters for the Greek words Diakonia (service), Gnosis (knowledge), and Sophia (wisdom). Candidates must be individuals who represent the ideals of St. Joseph's College. Students pursuing a bachelor's degree within The School of Professional and Graduate

Studies who have completed thirty credits or more at St. Joseph's College with a cumulative index of 3.85 or higher are eligible for election to membership in Delta Gamma Sigma. The School of Professional and Graduate Studies Office will send academically eligible students the necessary application form. Eligible students must then return the application to a committee appointed by the Dean. The application will include evidence of significant volunteer service and an essay which reflects on this service. No more than fifteen percent of the currently enrolled Professional and Graduate Studies students with thirty credits or more may be elected to the society. Election to Delta Gamma Sigma will be permanently recorded on the transcript at the end of the semester in which the qualifying index was achieved. Recognition at Commencement will be dependent upon students' maintaining a cumulative index commensurate with Senior Honors. Students who do not achieve initial eligibility until their last semester at the College may not, due to time constraints, have their election recognized at Commencement (although their election will subsequently be recorded on the transcript).

In computing the index for each of the above honor categories, the grades from full semesters are used, which may necessitate including more credit than the required minimum.

Nursing Honor Society

Membership in the St. Joseph's College Nursing Honor Society is based on superior scholastic achievement, evidence of professional leadership potential and/or marked achievement in the field of Nursing. Candidates must have a grade point average of at least 3.0, have completed at least half of the Nursing Baccalaureate curriculum, and must rank in the top 35% of the graduating class. Eligibility for membership is determined by an eligibility committee.

SPECIAL PROGRAMS

Combined BA/BS+MBA Program

This accelerated program offered at St. Joseph's College enables students to earn an undergraduate degree and a Master of Business Administration in five years. The program is open to all, but is designed to articulate with the Mathematics Actuary Track, Computer Science or the Computer Information Systems major. In fall of junior year students must complete the application process for the MBA program. For details about this program, students should consult the Director of Graduate Management Studies.

Combined BA/BS+MS in Computer Science Program

This special program joins St. Joseph's College with Polytechnic Institute of New York University in a new educational collaboration known as Knowledge Workers Educational Alliance (KWEA). The program is designed to produce highly qualified personnel, who in five years, will complete the Bachelor's degree from St. Joseph's College and the Master of Science degree in Computer Science from Polytechnic Institute of New York University. Students in any undergraduate major may enter the program and must complete a sequence of courses at St. Joseph's with specified grades. For details, see the Mathematics Department offerings.

Student's Right To Privacy and Access to Records

Public Law 93-380, usually titled "Family Educational Rights and Privacy Act," or more often known simply as the Buckley Amendment, prohibits release of any material in a student's file without the written consent of the college student. This law also affords students the right to review the contents of their official academic folders, except for those documents excluded by Law 93-380, as amended.

Students who wish to inspect their folders are required to complete the REQUEST FOR DISCLOSURE OF STUDENT FILE INFORMATION. These forms are available in the Registrar's Office and in the Office of the Academic Dean. Students who wish to challenge the contents of their folders as inaccurate, misleading, or inappropriate, should follow the informal and formal proceedings outlined in the current Student Handbook.

STUDENT COMPLAINTS

A student who has a complaint about an academic matter should follow the procedures set forth in the *Student Policy Handbook* under Student Grievance Procedures in Academic Matters. No adverse action will be taken against any student who files a complaint.

BIAS RELATED CRIMES

In compliance with Section 6436 of the Education Law, St. Joseph's College adopts the following policies and procedures:

All actions against persons or property, which may be considered bias crimes are unequivocally prohibited at all times in any college owned or operated property, or at any college sponsored activities.

Bias crimes may be defined as any form of unlawful harassment or other harmful behavior such as assault which is based on an individual's sex, race, national origin, disability, veteran status, or on any individual's status in any group or class protected by applicable federal, state, or local law.

The penalties for committing such crimes will include reporting the incident to the appropriate authorities so that an independent investigation can be conducted. The College will also undertake an investigation of the incident, in keeping with the guidelines published in the Student Handbooks. The procedures for dealing with bias related crimes will be the same as those outlined for grievances relating to allegations of sexual harassment and all other forms of unlawful harassment and discrimination.

The office of Counseling will provide support services for victims of bias related crime, and will make appropriate referrals to outside agencies.

Bias related crime on college campuses occur when a lack of familiarity with people who are different, or who belong to groups that others are uncomfortable with, evolves into a hostile environment. In a college setting many young people come together and encounter people of different cultures and backgrounds for the first time. Because the students bring biases and attitudes from their own past experiences, the possibility of bias related crimes must be recognized and every effort must be made to provide opportunities for open and honest dialogue and sharing.

The College provides information about security procedures through a brochure that is distributed to all incoming students and new employees, as well as frequent updates in campus newsletters and publications.

CAMPUS SAFETY STATISTICS

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. The US Department of Education web site address for campus crime statistics is:

<http://www.ed.gov/admins/lead/safety/campus.html>

The College has designated campus contacts who are authorized to provide campus crime statistics.

Long Island Contact Person:

Director of Security, (631) 687-2692

Brooklyn Contact Person:

Michael McGrann, Director of Security, (718) 940-5741

The College shall provide a hard copy mailed to the individual within 10 days of the request and that information will include all of the statistics that the campus is required to ascertain under Title 20 of the U.S. Code Section 1092 (f).

SERVICES FOR STUDENTS WITH DISABILITIES

The Executive Director of Counseling and Career Development acts as the Coordinator of Services for Students with Disabilities. The Director provides information and counseling to qualified students and works with students and faculty to ensure that appropriate academic adjustments are provided. Students should consult the Student Policy Handbook for further information.

It is the responsibility of all students to inform the College of any change in their mailing address. Failure to do so relieves the College of any liability in the event that important correspondence is not received by the students.

CURRICULAR OFFERINGS

Bachelor of Science in Business Administration with a Major in Accounting

Eileen White-Jahn, Ph.D., Chairperson

Stanley F. Fox, Ph.D., Associate Chairperson

Rupert Campbell, M.B.A., Associate Chairperson for Organizational Management, School of Professional and Graduate Studies

Mary Chance, M.S.T., C.P.A., Director of Graduate Management Studies

The Bachelor of Science degree in Business Administration with a major in Accounting is designed to prepare individuals for careers in public accounting or private accounting.

In addition to having met the general admission requirements of the School, students typically have completed an associate's degree in accounting or equivalent and have acquired, through experience, the skills and knowledge appropriate to the degree.

A minimum of 21 credits from Required Accounting and/or Business Courses must be taken at St. Joseph's College.

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

<i>Required Accounting Courses</i>		<i>Credits</i>
ACC 110	Principles of Accounting or ACC 200 Fundamentals of Financial Accounting	3
ACC 211	Financial Accounting	3
ACC 212	Intermediate Accounting I	3
ACC 213	Intermediate Accounting II	3
ACC 215	Principles of Federal Taxation	3
ACC 241	Managerial Accounting	3
ACC 242	Advanced Accounting	3
ACC 317	Principles of Auditing	3
ACC 320	Accounting Information Systems and E.D.P. Auditing	3

<i>Required Business Courses</i>		
BUS 100	Process of Management	3
BUS 150	Business Law I	3
BUS 151	Business Law II	3
BUS 200	Marketing	3
BUS 219	Principles of Finance	3
BUS 222	Statistics	3
BUS 315	Principles of Investments <i>or</i>	
	BUS 324 Advanced Managerial Finance	3
<i>Required Accounting or Business Electives (200 level or higher)</i>		6
<i>Required Core Courses</i>		
ECO/BUS 120	Macroeconomics	3
ECO/BUS 226	Microeconomics	3
ENG 103	Writing for Effective Communication	3
LIB 100	Library Research Strategies	1
MAT 111	College Algebra <i>or</i>	
	MAT 113 Elementary Functions: Precalculus	3
MAT 200	Mathematics for Business and Economics	3
PHI 160	Introduction to Ethics <i>or</i> PHI 268 Ethics and Business	3
SPC 102	Speech Communication	3
<i>Additional Required Course</i>		
COM 140	<i>or</i> COM 141 Microcomputer Applications I <i>or</i> II	3
<i>Liberal Arts Electives</i>		38
<i>Other Electives</i>		11
<i>Total</i>		128

Dual B.S./M.B.A. in Accounting Curriculum (152 Credits)

The DUAL BS/MBA in Accounting is designed to provide individuals with the necessary education for careers in public or private accounting.

The requirements for licensure in public accountancy in the State of New York have recently changed. As of August 1, 2009 students applying for licensure must satisfactorily complete a 150-hour licensure qualifying program registered with the State Education Department.

At St. Joseph's College, this requirement can be met in one of two ways:

- Complete the 128-credit B.S. in Business Administration with a major in Accounting and then complete the 36-credit M.B.A. in Accounting or
- Complete the 152-credit B.S./M.B.A. in Accounting

Students will be eligible for admission to the DUAL B.S./M.B.A. Program after completing ACC 213-Intermediate Accounting II and 90 credits. In addition, students will be required to have an overall GPA, and business and accounting GPA of 2.8. Transfer students are eligible to apply for admission to the B.S./M.B.A. Program after completing 30 credits at the College and meeting the GPA requirements. Undergraduate prerequisite courses must be completed prior to graduate coursework to which they relate.

Consult an advisor for additional prerequisite and admissions information.

<i>Required Core Courses</i>		<i>Credits</i>
ECO/BUS 120	Macroeconomics	3
ECO/BUS 226	Microeconomics	3
MAT 111	College Algebra <i>or</i>	
	MAT 113 Elementary Functions: Precalculus	3
MAT 200	Mathematics for Business and Economics	3
PHI 160	Introduction to Ethics <i>or</i>	
	PHI 268 Ethics and Business	3
SPC 102	Speech Communication	3

<i>Additional Required Courses</i>		
ENG 103	Writing for Effective Communication	3
LIB 100	Library Research Strategies	1

<i>Required Accounting Courses</i>		
ACC 110	Principles of Accounting <i>or</i>	3
	ACC 200 Fundamentals of Financial Accounting	
ACC 211	Financial Accounting	3
ACC 212	Intermediate Accounting I	3
ACC 213	Intermediate Accounting II	3
ACC 215	Principles of Federal Taxation	3
ACC 241	Managerial Accounting	
	(formerly Cost Accounting)	3
ACC 242	Advanced Accounting	3
ACC 317	Principles of Auditing	3
ACC 320	Accounting Information Systems	
	and E.D.P. Auditing	3
#ACC 545	Financial Accounting and Analysis	3

#ACC 555	Advanced Federal Income Taxation	3
#ACC 665	Financial Accounting Theory and Research	3
#ACC 675	Advanced Auditing	3
<i>Required Business Courses</i>		
BUS 100	Process of Management	3
BUS 150	Business Law I	3
BUS 151	Business Law II	3
BUS 200	Marketing	3
BUS 219	Principles of Finance	3
BUS 222	Statistics	3
BUS 315	Principles of Investments <i>or</i>	
	BUS 324 Advanced Managerial Finance	3
COM/BUS 140	Microcomputer Applications I <i>or</i>	
	COM/BUS 141 Microcomputer Applications II	3
#MGT 500	Leadership and Managerial Development	3
#MGT 510	Legal Issues in Management	3
#MGT 530	Management Information Systems	3
#MGT 550	Strategic Human Resources Management	3
#MGT 610	Statistical Applications in Research	
	and Management	3
#MGT 630	Managerial Economics	3
#MGT 662	Corporate Financial Management	3
#MGT 690	Integrative Analysis in Management	3
<i>Liberal arts electives</i>		<i>38 credits</i>
<i>Other electives</i>		<i>5 credits</i>
Total dual-degree credits		152
#Graduate course		

Accounting Course Offerings

The following courses will be offered during either the 2011–2012 or the 2012–2013 academic year—including Summer, Fall, Intersession, and/or Spring semesters/sessions/trimesters on both the Brooklyn and Long Island Campuses, unless otherwise noted. Not all of these courses will be available at night or on weekends on both campuses. Consult the Arts and Sciences Catalogue and the semestral schedule of courses for more specific information including the Long Island Campus Weekend College Trimester Program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.

ACC 110 PRINCIPLES OF ACCOUNTING

A study of accounting principles to enable the student to understand the preparation of financial statements. The course covers a study of the accounting cycle, the recording process, accounting systems and controls. The course also covers forms of business organizations and partnership accounting (ACC 200 may be substituted for this.)

3 hours a week, 1 semester, 3 credits.

ACC 200 FUNDAMENTALS OF FINANCIAL ACCOUNTING (HA 200)

This course is an introduction to the field of accounting and to the development and use of financial accounting information in the business world. This course emphasizes accounting techniques and procedures, accounting theory, and interpretation and use of accounting information. Topics include financial statements preparation, merchandising accounting, systems and controls, financial assets, plant assets, corporate accounting and financial statement analysis.

For non-accounting majors only. Not open to freshmen without prior Departmental approval.

Not open to students who have taken ACC 110 or equivalent
3 hours a week, 1 semester, 3 credits.

ACC 211 FINANCIAL ACCOUNTING

A continuation of the study of accounting principles used in the preparation of financial statements. The course also covers the Statement of Cash Flows and analysis of financial statements

Prerequisite: ACC 110

3 hours a week, 1 semester, 3 credits.

ACC 212 INTERMEDIATE ACCOUNTING I

Part one of a two-part course which emphasizes an in-depth study of the underlying concepts of financial accounting, including the interpretation and application of pronouncements of various standard setting organizations. This course focuses on the conceptual framework of financial accounting and includes a study of the basic financial statements. The course also has the goal of giving students a deeper understanding of the proper accounting for various items on the balance sheet, primarily the various assets owned by an entity. Additionally, students will learn valuable concepts in the area of the time value of money.

Prerequisite: ACC 211

3 hours a week, 1 semester, 3 credits.

ACC 213 INTERMEDIATE ACCOUNTING II

Part two of a two-part course emphasizing an in-depth study of the underlying concepts of financial accounting, including the interpretation and application of pronouncements of various standard setting organizations. This course focuses on the proper accounting treatment of an entity's liabilities and stockholders' equity. Additionally, students will gain an understanding and uses of the statement of cash flows as well as the study of other topics such as the proper accounting for pensions, leases, accounting changes, revenue recognition, income taxes, and other topics.

Prerequisite: ACC 212

3 hours a week, 1 semester, 3 credits.

ACC 215 PRINCIPLES OF FEDERAL TAXATION

A study of the Federal Revenue system, tax statutes, and the preparation of individual tax returns. The Internal Revenue Code and regulations along with court decisions are studied and particular attention is given to how tax planning for individuals is affected.

Prerequisite: ACC 212

3 hours a week, 1 semester, 3 credits.

ACC 241 MANAGERIAL ACCOUNTING

This course provides students with an opportunity to study managerial accounting concepts. Students will learn how to compile and analyze accounting information to assist managers in their planning, directing, and controlling functions for service, manufacturing, and merchandising entities. Topics include: incremental analysis, profit planning and the preparation of budgets, variance analysis, understanding cost behavior, and cost-volume-profit analysis. Job order costing, process costing, and activity-based costing systems will also be studied.

Prerequisite: ACC 211 (or ACC 200 in Patchogue)

3 hours a week, 1 semester, 3 credits.

ACC 242 ADVANCED ACCOUNTING I

A study of advanced accounting problems in areas such as consolidations, corporate mergers and acquisitions, and not-for-profit entities.

Prerequisite: ACC 213

3 hours a week, 1 semester, 3 credits.

ACC 245 GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING

A study of specialized accounting topics such as international accounting, foreign operations and the accounting and financial reporting requirements for government and not-for-profit organizations. An in-depth analysis of a government Comprehensive Annual Financial Report is undertaken.

Prerequisite: ACC 213

3 hours a week, 1 semester, 3 credits. Not offered in Brooklyn

ACC 317 PRINCIPLES OF AUDITING

An introduction to generally accepted auditing standards adopted by the AICPA and releases by the Securities and Exchange Commission in conjunction with an expression of an opinion by independent public accountants. Attention to the ethics of the profession of public accounting and the study of internal control, audit procedures and objectives.

Prerequisite: ACC 242

3 hours a week, 1 semester, 3 credits.

ACC 320 ACCOUNTING INFORMATION SYSTEMS AND E.D.P. AUDITING

A study of accounting information systems as well as audit and assurance services in the context of electronic data processing systems. The student will gain hands-on experience with accounting information systems by processing transactions for all accounting cycles using software commonly used by businesses. The student will also gain an understanding of audit objectives and procedures that are specific to audit and assurance services in a computerized environment. Use of computer assisted audit techniques will be emphasized, including exposure to the use of Generalized Audit Software.

Prerequisites: COM 140 and ACC 213

3 hours a week, 1 semester, 3 credits.

ACC 362 INTERNSHIP IN ACCOUNTING

A course designed to give professional experience under college supervision through participating employers. The student is expected to work a minimum of 100 hours during the internship. In addition, the student is required to submit a log of activities and a paper. A member of the faculty will supervise the internship and will consult with representatives of the business in assessing the student's performance.

Prerequisite: Student must be an accounting major and a junior or senior who has met certain academic standards.

1 semester, 3 credits. Not offered in Brooklyn.

Bachelor of Science in Community Health and Human Services

Carolyn Gallogly, Ph.D., Chairperson

K. Candis Best, J.D., Ph.D., Associate Chairperson

The Bachelor of Science degree in Community Health and Human Services has been designed to promote the career and educational advancement of practitioners, to improve the health and human services delivery system, and to meet the needs of the individuals and communities which that system serves.

In addition to having met the general admission requirements of the School, students typically have postsecondary education and training and have acquired, through experience, the skills and knowledge appropriate to the degree. Exceptions to this are made with the approval of the Dean.

A minimum of 21 credits with a CHS or CHA identifier must be taken at St. Joseph's College (MAT 151 may be applied toward this requirement).

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

<i>Major Requirements</i>		<i>Credits</i>
CHS 415	Community Health and Human Services	3
CHS 429	Human Services Delivery System <i>or</i> CHA 430 Health Care Delivery System	3
CHA 495	Academic Writing and Research	3
CHS 498	Capstone Research in Community Health and Human Services	3
<i>Major Electives</i>	(12 credits from Community Health and Human Services offerings; 9 additional credits to be taken in Community Health and Human Services, Health Administration, or related areas.)	21
<i>Required Core Courses</i>		<i>Credits</i>
GS 401	Problem Solving for Professionals	3
GS 402	Critical Thinking for Professionals	3
CHS 403	Community Health/Human Services and the Liberal Arts	3
ENG 103	Writing for Effective Communication	3
MAT 151	Fundamentals of Statistics	3
COM 140	Microcomputer Applications I <i>or</i> COM 141 Microcomputer Applications II	3
LIB 100	Library Research Strategies	1
Social Science		3
<i>Liberal Arts Electives</i>		32
<i>Other Electives</i>		41
<i>Total</i>		128

The following courses will be offered during either the 2011–2012 or the 2012–2013 academic year—including Summer, Fall, Intersession, and/or Spring semesters/sessions/trimesters—on both the Brooklyn and Long Island Campuses, unless otherwise noted. Consult the semestral schedule of courses for more specific information, including Long Island Campus Weekend College Trimester Program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.

CHS 150 GROUP DYNAMICS AND COMMUNICATION*
(PSY 150)

A theoretical introduction to small group processes, with an emphasis on the relationship between groups and the individual, and on the communication process. Students participate in small group exercises as part of the course requirements.

3 hours a week, 1 semester, 3 credits.

CHS 230 EMOTIONAL/BEHAVIORAL DISTURBANCE IN
CHILDREN AND YOUTH*

An overview of emotional and psychiatric disorders in childhood and adolescence, ranging from debilitating psychiatric problems to transient situational disorders as related to the family, school, and community. Various modes of treatment are discussed.

3 hours a week, 1 semester, 3 credits.

CHS 231 CHILD ABUSE AND NEGLECT*

An exploration of the social, economic, and familial factors that are contributive to child abuse and neglect. The effects of these problems on the child, family, and community are discussed. Also covered are such topics as reporting, crisis intervention, and prevention.

3 hours a week, 1 semester, 3 credits.

CHA 240 DEVELOPING A NON-PROFIT ORGANIZATION

This course is designed to help supporters, proponents, advocates as well as managers and leaders in the human services fields learn the fundamentals of starting a non-profit organization or developing an existing one into a more viable and productive enterprise. It will provide a framework for helping those with an interest in nonprofits to translate ideas into action. This course can be taken as part of a sequence with Introduction to Fundraising and Introduction to Grant Writing, which specifically address skills utilized in the nonprofit sector. Topics will include: legal requirements for starting a nonprofit organization, board recruitment and governance structures, developing mission, vision and value statements, soliciting support from stakeholders, permissible and prohibited activities under federal, state and local law, securing tax exempt status and an introduction to funding strategies. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

CHA 241 INTRODUCTION TO FUNDRAISING

This course is designed to help managers and leaders in the not for profit sector develop strategies and implement campaigns and/or events for the purpose of reaching fundraising goals, as separate from grant writing. It is a companion course to the Introduction to Grant Writing, which specifically addresses specialized skills utilized in the not for profit sector. Topics include: designing a direct mailing, creating a database, using the internet and other networking resources, maintaining relationships with donors, managing a campaign, and planning events. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

CHA 242 INTRODUCTION TO GRANT WRITING

This course will introduce students to the proposal writing process. They will learn how to plan and research funding sources, and then how to organize and write a proposal. Combining instruction with interactive exercises, this one-credit course will help students become detail-oriented and develop concise, persuasive writing skills. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

CHA 243 MEDICAID

This course will give an overview of the Federal and New York State program of health insurance for the poor. Students will learn the current eligibility guidelines for Medicaid, how to advise a client regarding the Medicaid application process, and the role of legal assistance in the Medicaid approval process. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

CHA 244 HEALTH CARE POLICY

The intention of this course is to give students an understanding of how health care policy is developed and to identify key players in the development and implementation of health care so that they can use this knowledge to develop skills needed to positively impact health care policy as health care managers. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

CHA 245 OSHA (Occupational Safety and Health Administration)

The purpose of this course is to provide students with an overview of the functions and requirements of the U.S. Department of Labor's Occupational Safety and Health Administration. The course examines the federal mandate to assure safe and healthful working conditions for working men and women by authorizing enforcement of the standards developed under the OSH Act implemented in 1970 and revised in 2004. The course will address the federal government's role in assisting and encouraging states in their efforts to assure safe and healthful working conditions by providing for research, information, education, and training in the field of occupational safety and health and for other purposes. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

CHA 246 HEALTH CARE PROVIDERS AS FIRST RESPONDERS

This is an overview course that emphasizes the unique and daunting challenges faced by the health care delivery system and health care workers as first responders. It examines the health care manager's responsibilities in terms of protecting public health, personal and professional risks, and the role of the health care manager in crisis and disaster planning and management. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

CHA 247 TAKING SIDES: CLASHING VIEWS ON BIOETHICAL ISSUES

The purpose of this course is to introduce students to bioethics through critical analysis of contemporary issues related to health care delivery and management. The course will address human choices and actions that typically occur in medical practice, such as end-of-life decision-making and will extend to other areas where human life and health are involved, such as artificial reproduction, research ethics, cloning, and stem cell research, and the doctor-patient relationship. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

CHS 270 SOCIOLOGY OF HEALTH* (SOC 270)

An exploration of the social and cultural facets of health and illness and the functioning of organizations involved in health care. The social behavior of health personnel and those who are the consumers of health is also stressed.

3 hours a week, 1 semester, 3 credits.

CHS 272 ALZHEIMER'S DISEASE AND RELATED DEMENTIAS* (REC 272)

This course will address the major causes of cognitive impairment in the aging, affecting 6–10% of those over the age of 65, of which two-thirds have Alzheimer's disease. Since increasing age is the greatest risk factor for dementia, this course will prepare those involved in the field of aging to better understand and manage the disease. This course is designed for formal healthcare professionals as well as direct caregivers.

3 hours a week, 1 semester, 3 credits. Offered at the Long Island campus only.

CHS 403 COMMUNITY HEALTH/HUMAN SERVICES AND THE LIBERAL ARTS*

This course, designed for Community Health and Human Services majors, focuses on the application of the liberal arts to issues in community health and human services. Drawing on the knowledge and methodologies of the social sciences and the arts and humanities, this course explores themes prevalent in the study of community health and human services.

(Suggested antecedent course: CHS 415)

3 hours a week, 1 semester, 3 credits.

CHS 407 HUMAN SEXUALITY IN HEALTH AND DISEASE*

This course will provide an overview of the psychological, biological, and sociological aspects of human sexuality from adolescence to the senior years. The need for ongoing education throughout the life span will be emphasized. There will also be information on sexually transmitted diseases including HIV/AIDS.

3 hours a week, 1 semester, 3 credits.

CHA 408 EPIDEMIOLOGY*

An introduction to the science of epidemiology dealing with the incidence, distribution, and control of disease in the population. Concentration is directed toward health promotion and disease prevention at institutional and community levels. The role of the public health and other agencies is also discussed.

3 hours a week, 1 semester, 3 credits.

CHS 409 PSYCHOLOGICAL FACTORS IN HEALTH AND DISEASE*

This course will demonstrate how the effects of attitudes, emotions, and relationships are related to physical health and well-being. Personality styles, stress, social support, humor, and spirituality will be discussed as factors influencing the immune system. Principles and techniques to strengthen empowerment and a sense of personal control will be offered.

3 hours a week, 1 semester, 3 credits.

CHS 411 ALCOHOLISM*

This course examines theories surrounding the etiology of alcoholism, including biological, psychological, sociological, and cultural factors. The impact of alcoholism on the individual, family, and community is discussed. Methods of prevention, treatment, and rehabilitation are also explored.

3 hours a week, 1 semester, 3 credits.

CHS 412 ADDICTIONS AND DEPENDENCIES*

The process of dependency is examined not only as it applies to substances, including alcohol, but also as it relates to pathological gambling, compulsive over-eating, and co-dependencies. Effects of various substances on the body will be discussed. The etiology of addictive and dependent behavior as well as the impact this abuse has on the individual, family, and community are studied. Methods of prevention, treatment, and rehabilitation are explored.

3 hours a week, 1 semester, 3 credits.

CHS 413 NUTRITION IN COMMUNITY HEALTH

This course introduces students to needs assessments of nutrition as an integral part of overall health needs in diverse communities. Strategies are formulated to help students devise plans for working with human service agencies in dealing with issues of nutrition. Eating patterns and sources of calories and nutrients will be examined in the following populations: the elderly, pregnant women, children, and adolescents. Special attention will be given to the impact of poverty on nutrition and to the increasing incidence of eating disorders and obesity. Contemporary issues will be addressed.

3 hours a week, 1 semester, 3 credits.

CHS 415 COMMUNITY HEALTH AND HUMAN SERVICES*

This introductory course explores the interrelationship between the community, its health needs, and the response of the health and human service delivery system to meet these needs. A history of community health and human service is covered, as are the social, cultural, and economic forces that give rise to specific health problems, attitudes, and behaviors, including the response of various community health and human service systems to prevent disease and promote health.

3 hours a week, 1 semester, 3 credits.

CHS 419 ALCOHOLISM AND ADDICTIONS IN THE FAMILY AND SOCIETY*

This course centers on alcoholism and addictions as these relate to the family, its individual members, and society. A special focus is the child's development in a dysfunctional family and the later outcome known as adult children of alcoholism. Co-dependency, family violence, therapeutic interventions, special populations, HIV/AIDS, and societal implications are explored.

3 hours a week, 1 semester, 3 credits.

CHS 420 HEALTH EDUCATION

Health education programs which promote optimal health through education in community agencies are explored. The vital role of the health educator in schools, hospitals, and corporations is examined within the administrative context and structure of the agency. Necessary tools and techniques needed to implement programs are reviewed.

3 hours a week, 1 semester, 3 credits.

CHA 423 PRINCIPLES OF TRAINING AND STAFF DEVELOPMENT (GS 423)

This course provides a survey of the methods used in the training and career development of employees in the service of individual and organizational effectiveness. Central to the course is its focus on planning, designing, and implementing an overall training and development effort for an organization.

3 hours a week, 1 semester, 3 credits.

CHA 424 TRAINING AND DEVELOPMENT TECHNIQUES (GS 424)

This course focuses on conducting a specific training and development program, including developing a needs analysis, creating program objectives, selecting an appropriate teaching methodology, identifying instructional aids, and developing an evaluation instrument.

3 hours a week, 1 semester, 3 credits.

CHA 426 HEALTH TOPICS

This course provides students with the opportunity to participate in a focused exploration of a current topic pertaining to the health field. Students may not earn more than 5 credits by taking CHA 426 or GS 427. Three one-credit options are not equivalent to a three-credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

CHS 429 HUMAN SERVICES DELIVERY SYSTEM

This course provides an overview of the human services delivery system within the United States. Governmental and private structures will be explored, as will mechanisms of finance. Also covered will be the emerging role of the human service worker, as well as current approaches and philosophies germane to human services.

3 hours a week, 1 semester, 3 credits.

CHA 430 HEALTH CARE DELIVERY SYSTEM

An in-depth study of the organization of the U.S. health care delivery system. Special attention is given to practices and problems affecting providers and consumers of health care. Recent changes in the financing mechanisms and their impact on distribution of services are discussed.

3 hours a week, 1 semester, 3 credits.

CHA 432 AMBULATORY CARE ADMINISTRATION

This course focuses on the delivery of health services on an outpatient basis, including the administration of other health services, including physician practice and management techniques provided in the ambulatory setting. Governmental regulations, organizational considerations, staffing patterns, quality issues, and reimbursement are examined.

(Suggested antecedent course: HA 481 or CHS 415)

3 hours a week, 1 semester, 3 credits.

CHA 433 MANAGED CARE

An overview of the evolution of managed care and current trends, including systems terminology, public policy, and market performance issues.

(Students who have taken the one credit course CHA 426 Health Topics: Managed Care cannot take the 3 credit course.)

3 hours a week, 1 semester, 3 credits.

CHS 434 FAMILY HEALTH*

The evolving psychological, social, and physical needs of today's family unit will be addressed. Included will be the following topics: adoption, single parents, step-parents, teenage pregnancy, chronic illness (child or parent), divorce, grandparents raising children, and the redefinition and modeling of family roles.

3 hours a week, 1 semester, 3 credits.

CHA 435 CONTINUOUS QUALITY IMPROVEMENT

The course will focus on the shift in health care to CQI, risk management, and client satisfaction. Emphasis will be placed on compliance with and accreditation by regulatory agencies. It will also examine the different strategies and evaluation techniques that can feasibly result in increased productivity and performance in the delivery of health care services from the development of CQI and TQM.

3 hours a week, 1 semester, 3 credits.

CHA 437 HOME CARE ADMINISTRATION

This course focuses on the operation and administration of the many types of home care providers. The evaluation and growth of home care is discussed. Also covered are such topics as: government regulations, financing, staffing, continuing education needs, and marketing.

(Suggested antecedent course: CHA 430)

3 hours a week, 1 semester, 3 credits.

CHA 438 HOSPICE CONCEPTS

This course explores the history and principles of the hospice movement, particularly within the context of New York State Regulations. Topics for study include administration/finance, the interdisciplinary team, the family as a unit of care, pain/symptom management, home/in-patient care, and bereavement care.

3 hours a week, 1 semester, 3 credits.

CHA 439 PRACTICUM IN THE HOSPICE FIELD

A supervised field experience in a hospice setting, this course is made available on an individual basis. Approval required. Placements are arranged by students and instructor.

Prerequisites: Required and elective courses for the Certificate in Hospice.
Hours to be arranged. Typically no evenings or weekends. 3 credits.

CHS 440 PRINCIPLES OF COUNSELING*

In this course, students will be introduced to a conceptual framework for understanding counseling and the counseling process. This will include classical, experiential, and cognitive-behavioral theories as well as models and principles of marital, child, group, career, school, multicultural, and mental health counseling.

3 hours a week, 1 semester, 3 credits.

CHS 441 COUNSELING TECHNIQUES*

This course offers students an introduction to basic counseling skills and techniques which can be used in a variety of community settings. Class emphasis is experiential (role playing), to assist the student in becoming more comfortable in the counseling role.

Prerequisite: CHS 440

3 hours a week, 1 semester, 3 credits.

CHS 442 FAMILY COUNSELING*

Problems which arise in the traditional family unit and in the wide range of evolving family systems will be discussed. Several theories will be explored as well as the role, function, and intervention skills needed by today's diversity-aware family counselor. Family therapy options will be addressed.

3 hours a week, 1 semester, 3 credits.

CHS 443 MENTAL HEALTH AND CRISIS INTERVENTION*

The emotional and psychological turmoil experienced by individuals as a result of a traumatic event or an unplanned event or loss will be explored in depth. Crisis theory, interventions, and critical incident stress debriefing techniques for both individuals and groups in a variety of settings will be offered.

3 hours a week, 1 semester, 3 credits.

CHS 444 PRINCIPLES OF ALCOHOLISM AND ADDICTIONS COUNSELING

Designed to introduce the student to the field of alcoholism and addictions counseling skills, this course provides for the integration of theory and practice as it relates to the delivery of comprehensive service to: addicted persons, their families, and significant others; special populations; the community; and the work force. Included in the course are the following topics: Code of Ethics, Federal guidelines relative to confidentiality and its application to HIV clients; evaluation and treatment planning; and relapse prevention.

Prerequisite: CHS 411 or CHS 412

3 hours a week, 1 semester, 3 credits.

CHS 445 ALCOHOLISM AND ADDICTIONS EVALUATION AND TREATMENT PLANNING

This course covers the principles and procedures used in evaluating individual alcoholism and addictions severity with a view towards designing and implementing an appropriate treatment plan. Treatment plans will include the following: evaluation, assessment, diagnosis, clinical concerns, goals, documentation, discharge planning needs, and referrals/resources. In addition to treatment planning, emphasis will be placed on the importance and methods of relapse prevention and skilled intervention.

Prerequisite: CHS 411 or CHS 412

3 hours a week, 1 semester, 3 credits.

CHS 449 DEATH AND DYING*

A discussion of attitudes toward death and dying in relation to ethnic, cultural, religious, and professional influences. The dying process, grief, family counseling, ethical, and legal issues are addressed.

3 hours a week, 1 semester, 3 credits.

CHS 451 GERONTOLOGY*

This course introduces the study of aging, primarily focusing on sociological issues and health-related topics pertinent to older adults. It will specifically address demography, biological theories of aging, major health conditions, principles of wellness, living arrangements, income, and the older person's role in the family and society.

3 hours a week, 1 semester, 3 credits.

CHS 453 THE PSYCHOLOGY OF AGING*

Psychological theories of aging and development are used as a basis for considering the major role changes and adjustments confronting older adults. Topics include the normal challenges posed by retirement, family relationships, sexuality, sensory changes, intellectual and memory changes, and loss. The second part of the course addresses issues of mental health, depression, and dementia experienced by many older adults. Specific counseling approaches and other therapeutic interventions are also presented.

3 hours a week, 1 semester, 3 credits.

CHA 456 PROGRAMS AND RESOURCES IN AGING

This course examines government and private programs and resources in aging, at national, state, and local levels. Specific topics include income maintenance, public entitlements, housing options, crime prevention, and care management. Community programs presented include nutritional services, adult day care, senior centers and in-home services. In addition to addressing demographic political, and fiscal realities, this course will explore future trends and advocacy.

3 hours a week, 1 semester, 3 credits.

CHS 457 INTRODUCTION TO CARE MANAGEMENT

This course will acquaint students to the field of care management and the role(s) of the care manager. Students will learn how to organize and provide services to special populations of people, including the aging and the chronically ill (mental and/or physical). Care management will be presented both within the framework of an agency and as a private practice.

3 hours a week, 1 semester, 3 credits.

CHS 458 CARE MANAGEMENT AND COMMUNITY MENTAL HEALTH*

This course will provide an historical survey and overview of US community mental health, including: private for-profit, government, and not-for-profit systems. Various models of care management will be examined. The core functions of case managers, with emphasis on the mental health applications, will be studied. The course will cover mental illness, including dual diagnosis, mentally ill and chemically addicted (MICA), and psychopharmacology.

3 hours a week, 1 semester, 3 credits.

CHA 459 PRACTICUM IN GERONTOLOGY

A supervised field experience in gerontology, this course is made available to students on an individual basis. Approval required. Placements in the community, suitable to the student's needs, are arranged by the instructor in consultation with the student.

Prerequisites: Required and elective courses for the Certificate in Gerontology

Hours to be arranged. Typically no evenings or weekends. 3 credits.

CHS 466 INTERNSHIP IN COMMUNITY HEALTH AND HUMAN SERVICES

A supervised internship in the health area, this course is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 2–6 credits maximum.

CHS 467 PRACTICUM IN HEALTH INSTRUCTION

A supervised field experience in health instruction, this course is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Prerequisites: Required courses for the Certificate in Health Instruction

Hours to be arranged. Typically no evenings or weekends. 3 credits.

CHA 468 PRACTICUM IN TRAINING AND STAFF DEVELOPMENT (GS 468)

A supervised internship in training and staff development is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Prerequisites: Required courses for the Certificate in Training and Staff Development

Hours to be arranged. Typically no evenings or weekends. 3 credits.

CHS 470 PRACTICUM IN ALCOHOLISM & ADDICTIONS COUNSELING I

A supervised internship in the field of alcoholism and addictions counseling, this practicum is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Approval required to take CHS 470, CHS 471, and CHS 472 concurrently.

Prerequisites: Required courses for the Certificate in Alcoholism and Addictions Counseling

Hours to be arranged, 3 credits.

CHS 471 PRACTICUM IN ALCOHOLISM & ADDICTIONS COUNSELING II

A supervised internship in the field of alcoholism and addictions counseling, this practicum is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor. Students who earn below a B in CHS 470 may not register for CHS 471.

Approval required to take CHS 470, CHS 471, and CHS 472 concurrently.

Prerequisites: Required courses for the Certificate in Alcoholism and Addictions Counseling

Hours to be arranged, 3 credits.

CHS 472 PRACTICUM IN ALCOHOLISM & ADDICTIONS COUNSELING III

A supervised internship in the field of alcoholism and addictions counseling, this practicum is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor. Students who earn below a B in CHS 471 may not register for CHS 472.

Approval required to take CHS 470, CHS 471, and CHS 472 concurrently.

Prerequisites: Required courses for the Certificate in Alcoholism and Addictions Counseling

Hours to be arranged, 4 credits.

CHA 484 LEGAL ASPECTS OF HEALTH CARE

A review of the basic legal concepts affecting the health care delivery system. Topics discussed include aspects of malpractice in health care, practitioner and institutional liability, legal rights of the consumer, administrative law, medical records, and the role of regulatory agencies.

3 hours a week, 1 semester, 3 credits.

CHA 489 COMPREHENSIVE HEALTH PLANNING

This introductory course examines the methods and practices of long-range and strategic health planning, focusing on such factors as need, supply, and demand-at the institutional, community, and regional level. Also covered is the role of government in health care planning. Facility and health program planning are considered.

3 hours a week, 1 semester, 3 credits.

CHS 490 RESEARCH SEMINAR IN COMMUNITY HEALTH AND HUMAN SERVICES*

A capstone research course for students pursuing the Community Health and Human Services major, it is designed to permit an investigation into an individualized area of interest. Students are expected to employ research methodologies in the preparation of a paper appropriate to the major.

Prerequisites: CHS 415, ENG 103, MAT 151

3 hours a week, 1 semester, 3 credits. (This course will be discontinued after Spring 2011.)

CHA/BUS 495 ACADEMIC WRITING AND RESEARCH*

This course will focus on those skills required for scholarly writing in the fields of Health Administration, Human Services, and Management. In addition to reviewing documentation and citation styles, accessing peer-reviewed journals using electronic databases, and knowing how to avoid plagiarism, this course will guide students through the style and structure of professional research writing. First, students will become familiar with the scholarly style of journal articles and will develop the ability to extract relevant information from those articles. Then, students will practice skills of narrowing the subject field, creating an annotated bibliography, writing a literature review, and creating a research question, all in preparation for their Capstone Research Seminar.

Prerequisite: ENG 103

3 hours a week, 1 semester, 3 credits.

CHA 496 HEALTH CARE FINANCE AND ECONOMICS

The course covers analysis of the "financial health" of health care institutions (globally and facility-specific), financial statements, capital and operating budget techniques, DRG's and RUG's, and inventory management. The role of the government in regulation and planning is explored, as are changes in reimbursement methodology and payment systems, including HMO's and PPO's. In addition, the course will provide an overview of the economics of the health care system including supply and demand concepts as they relate to the provision of health care services, cost behavior, cost and production functions, and comparative health systems.

Duplicative of HA 497 Financial Management in Health Care Institutions

3 hours a week, 1 semester, 3 credits.

CHS 498 CAPSTONE RESEARCH IN COMMUNITY HEALTH AND HUMAN SERVICES*

(HA/BUS 498)

The second part of a two-part capstone research course for students in the majors of Community Health and Human Services, Health Administration, and Organizational Management, is designed to teach students about the research methodologies that can be applied to the investigation of a research study of an individualized area of interest. Students will select an appropriate research methodology and design and will apply it to the research topic selected during the earlier course, CHA/BUS 495. The final project will be an academic paper reporting on an original research topic investigated by the student.

Prerequisites: MAT 151 and CHA/BUS 495

3 hours a week, 1 semester, 3 credits.

CHA 498 GLOBAL HEALTH SYSTEMS*

(Formerly International Health Systems)

This course focuses on contemporary health issues in their political, cultural, and socioeconomic context. The role of the World Health Organization is addressed.

3 hours a week, 1 semester, 3 credits.

CHA 499 FIELD STUDY IN GLOBAL HEALTH SYSTEMS*

(Formerly Field Study in International Health Systems)

A planned study of the health care delivery services in a developed/developing country. Special attention is given to contemporary political, cultural, and socioeconomic aspects of the country's health services.

Hours to be arranged, 3 credits. Not offered regularly.

Bachelor of Science in Computer Information Systems

David Seppala-Holtzman, D.Phil., Chairperson

Victoria Hong, M.B.A., Associate Chairperson

The Bachelor of Science degree in Computer Information Systems is designed to prepare students to apply information technology within organizational contexts. Specifically, the program will focus on the development of technology infrastructures and systems and the use of these to acquire, deploy and manage information.

Students pursuing the Bachelor of Science in Computer Information Systems within the School of Professional and Graduate Studies would be expected to have post-secondary education and training and have acquired, through experience, the skills and knowledge appropriate to the degree.

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

<i>Prerequisite Computer Courses/Experience</i>	<i>Credits</i>
COM 140 Microcomputer Applications I <i>or</i> Equivalent knowledge/experience	3
COM 150 Introduction to Computer Programming <i>or</i> Previous programming experience	3
<i>Required Computer Courses</i>	
COM 141 Microcomputer Applications II	3
COM 152 Computer Programming (Java)	3
COM 200 Computer Science: An Overview	3
COM 210 Algorithms and Data Structures	3
COM 230 Software Engineering and Methodology	3
COM 249 Computer Organization and Assembly Language	3
COM 288 Business Systems and Design	3
COM 360 Computer Communications and Networking	3
COM 380 Database Systems	3
COM 390 Advanced Application Programming and Database Systems	3
<i>Elective Major Courses</i>	
(Choose two courses from: COM 205 Multimedia Applications, COM 310 Operating Systems, COM 498 Internship in Computer Information Systems, and/or courses from Business Administration and/or Accounting.)	5–6
<i>Additional Required Courses</i>	
MAT 111 College Algebra <i>or</i> MAT 113 Elementary Functions: Precalculus <i>or</i> Equivalent	3
MAT 203 Mathematical Foundations of Computer Science	4
GS 400 Adults in Transition <i>or</i> GS 404 Administration and the Liberal Arts	3
GS 401 Problem Solving for Professionals	3
GS 402 Critical Thinking for Professionals	3
ENG 103 Writing for Effective Communication	3
LIB 100 Library Research Strategies	1
<i>Liberal Arts Electives</i>	31–34
<i>Other Electives</i>	32–42
<i>Total</i>	128

Computer Course Offerings

The following courses will be offered during either the 2011–2012 or the 2012–2013 academic year – including Summer, Fall, Intersession, and/or Spring semesters/sessions/trimesters on both the Brooklyn and Long Island Campuses, unless otherwise noted. Not all of these courses will be available at night or on weekends on both campuses. Consult the Arts and Sciences Catalogue and the semestral schedule of courses for more specific information including the Long Island Campus Weekend College Trimester Program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.

See also: Certificate in Information Technology Applications and Minor in Computer Information Systems.

COM 115 EXPLORING THE INTERNET

Discover how the Internet and the World Wide Web can be used to locate, access and retrieve information from international library resources and databases. This course includes historical background, network etiquette and ethics, as well as the skills for effectively and responsibly interacting with the Internet. Topics such as ftp, telnet, e-mail, search engines, URLs, and the hypertext markup language (HTML) will be explored in a laboratory environment. The concepts will be applied to the design of a web page.

1 hour a week, 1 semester, 1 credit.

COM 140 MICROCOMPUTER APPLICATIONS I

This course is designed as an introductory course to provide the background necessary for the effective use of microcomputers. The emphasis is on the major applications of microcomputers: word processing, relational databases, spreadsheets, and the use of the Internet. The course includes “hands-on” experience with common applications software, as well as an introduction to computer hardware. No previous computer related experience necessary.

3 hours a week, 1 semester, 3 credits.

COM 141 MICROCOMPUTER APPLICATIONS II

This course is intended for students from all disciplines. It will develop intermediate and advanced word processing, spreadsheet and database techniques, including macros, report generation, database queries, importing and exporting files, address-books, labels, graphics, and table manipulation. It will also include expanded Internet and Worldwide Web topics.

Prerequisite: COM 140 or equivalent, or departmental approval

3 hours a week, 1 semester, 3 credits.

COM 150 INTRODUCTION TO COMPUTER PROGRAMMING*

This course offers a basic introduction to computer hardware and software. Elementary programming techniques will be taught using, VB.net. Emphasis will be on problem solving using the computer.

3 hours a week, 1 semester, 3 credits.

COM 152 COMPUTER PROGRAMMING*

An introduction to the concepts underlying computer science and programming such as: abstraction, analysis and modularity. Emphasis is on algorithm development, and the use of structured design techniques in solving problems. Students will develop programs using the syntax and semantics of a higher-level language such as C++ or Java. Searching, sorting, recursive algorithms and the concepts of objects will be introduced. (Corresponds to ACM CS1)

Prerequisite: COM 150 or departmental approval

3 hours a week, 1 semester, 3 credits.

COM 200 COMPUTER SCIENCE: AN OVERVIEW*

For students from all disciplines. Topics include: computer organization, information representation in digital computers, algorithm development and analysis, programming languages, hardware and software systems, computer networks, information security and database concepts; E-commerce, computer graphics and entertainment; social and ethical computer issues.

3 hours a week, 1 semester, 3 credits.

COM 205 MULTIMEDIA APPLICATIONS

In this course students will be introduced to multimedia principles and technologies. Topics will include effectively representing, processing and retrieving multimedia data such as text, graphics, sound, music, images and video. Students will use the Internet, design and edit an Internet home page, and create a multimedia presentation. Various multimedia tools and techniques will be explored.

Prerequisite: COM 141 or equivalent

3 hours a week, 1 semester, 3 credits. Offered when there is sufficient student demand.

COM 210 ALGORITHMS AND DATA STRUCTURES

This course explores specific classes of problems and their solutions. Fundamental questions concerning computational complexity, data storage and access, data encapsulation using objects, space/time bounds, optimal algorithms and data structures including lists, queues, and trees are addressed. Algorithms for important classes of problems such as searching, sorting, and pattern-matching will be designed, implemented and tested in a laboratory environment. (Corresponds to ACM CS2).

Prerequisite: COM 152 and MAT 203. Each with minimum of C-.

3 hours a week, 1 semester, 3 credits.

COM 230 SOFTWARE ENGINEERING AND METHODOLOGY

This course teaches the techniques for managing and producing large maintainable software systems. Topics include cost estimating, requirement specification, design methodologies, implementation and integration, verification and documentation techniques. Students will utilize current automated software engineering tools to apply the learned concepts and will develop a cost estimate, project management plan, functional specification and detailed design specification of a selected software system.

Prerequisite: COM 210 or departmental approval

3 hours a week, 1 semester, 3 credits.

COM 249 COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE

This course explores the evolution and physical structure of modern computers, from microcomputers to mainframes; their integrated circuits, components and organization. The concept of a multilayer virtual machine will be explored and programmed using machine language, microcode, operating system interrupts and assembly language. Advanced concepts such as RISC machines, pipelining, and parallel computing will be studied. Students will utilize these principles to analyze the design of a current micro-processor.

Prerequisite: COM 152

3 hours a week, 1 semester, 3 credits.

COM 252 ADVANCED C++

This course will briefly review the basic C++ constructs (program template, I/O, math/assignment and control of flow statements) and then focus on advanced C++ constructs, most of which are not included in Java. Type definitions, reference parameters, pointers, templates, overloading operators, multiple inheritance, and the standard template library will be among the topics discussed in detail. In addition, the procedural paradigm will be reviewed. Students will apply the learned concepts by completing several programming projects.

Prerequisite: COM 152 or equivalent

3 hours a week, 1 semester, 3 credits. Not offered in Brooklyn. Offered in Long Island when there is sufficient student demand.

COM 260 COMPUTER AND INFORMATION SECURITY

This course combines the theoretical and practical aspects of securing a computer system. The goal is the design and analysis of secure systems, which incorporate confidentiality, integrity and availability. Topics include threats, risk management, access controls, cryptography and encryption, secure code (especially operating systems, databases, programs, email), network and Internet security including firewalls and VPNs. The legal, ethical and privacy issues of information security are emphasized.

Prerequisite: COM 200 or departmental approval.

3 hours a week, 1 semester, 3 credits.

COM 288 BUSINESS SYSTEMS AND DESIGN (BUS 288)

The design and development of information systems for a business environment. Topics will include analysis of information flow, design of business systems, specifications, equipment selection, and file organization. Detailed steps for each phase of the design will be related to business applications on a full scale computer system.

Prerequisite: Any introductory computer course

3 hours a week, 1 semester, 3 credits.

COM 310 OPERATING SYSTEMS

The emphasis of this course is on the efficient allocation and use of computer resources especially those involving process and memory management, job scheduling, access to hardware and software resources, security and reliability. Examples will be drawn from standard operating systems (e.g. Windows NT, MS-DOS, UNIX). Questions relating to communications (timesharing, networking, concurrency, distributed systems, synchronization, and deadlocks) will be discussed.

Prerequisite: COM 210, with a minimum grade of C-
3 hours a week plus lab, 1 semester, 3 credits.

COM 320 PROGRAMMING LANGUAGES

This course presents an overview of the syntax, semantics, and pragmatics of several higher level languages and the distinction between static and dynamic typing. Examples will be drawn from various classes of languages including procedural, declarative, functional, concurrent, visual, and object-oriented. The major applications (eg. artificial intelligence, data processing, scientific/engineering, etc.) will be explored for each type of language. Formal languages and automata, including theories of parsing and language translation will be considered.

Prerequisite: COM 210 or departmental approval

3 hours a week plus lab, 1 semester, 3 credits. Not offered in Brooklyn. Offered in Long Island when there is sufficient student demand.

COM 330 COMPUTER GRAPHICS

This course presents an introduction to computer graphics hardware and software. Topics include: vector and raster graphics, viewports and windows, 2-dimensional and three dimensional modeling, viewpoints, rotations and translation transformations, animation and algorithms for line drawings, clipping and hidden line/surface removal. Students will implement these concepts to develop graphics package using a high level programming language.

Prerequisite: COM 210 or departmental approval

3 hours a week, 1 semester, 3 credits. Not offered in Brooklyn.

COM 340 HUMAN COMPUTER COMMUNICATION

This course explores the design and implementation of the user interface in the light of current ergonomics research.

Prerequisite: department approval

1 hour a week, 1 semester, 1 credit. Not offered in Brooklyn. Offered in Long Island when there is sufficient student demand.

COM 360 COMPUTER COMMUNICATIONS AND NETWORKING

The Open System Interconnection (OSI) model provides the theoretical basis for the study of computer communications. Topics include the physical transmission of data, communication protocols and architecture, network addressing, services and applications such as file transfer (ftp), telnet, and e-mail. Topologies, design and implementation issues involved in LANs, WANs and internetworking will be explored.

Prerequisite: COM 210 with a minimum grade of C-
3 hours a week, 1 semester, 3 credits.

COM 370 ADVANCED COMPUTER PROGRAMMING

This course will present advanced programming concepts such as inheritance, interfaces, multitasking, interactive network programming, event handling, GUI generation and stream I/O and the use of these concepts in building programs of significant size. Applications, applets and servlets will be investigated. Students will apply the learned concepts by completing several programming projects of significant size.

Prerequisites: COM 152 and COM 210 or their equivalent
3 hours a week, 1 semester, 3 credits.

COM 380 DATABASE SYSTEMS

An introduction to the principal functions of a Database Management System (DBMS), physical data organization, relational query languages, and issues of data security and consistency.

Prerequisite: COM 152 or departmental approval
3 hours a week, 1 semester, 3 credits.

COM 390 ADVANCED APPLICATION PROGRAMMING AND DATABASE SYSTEMS

This course covers information systems design and implementation with a focus on database management systems. Students will apply design strategies, system analysis and project management principles along with advanced programming skills to create a full-scale database application. Students will utilize Project Management Software and embedded SQL in a high-level programming language such as Java, VB.net.

Prerequisites: COM 288 and COM 380
3 hours a week, 1 semester, 3 credits.

COM 470 DIRECTED STUDIES

Supervised study of the computer science literature, with the findings documented in a paper of significant depth or implemented in a challenging documented project. The approval of the professor offering the course is required to enroll in this course.

1 semester, 1 or 2 credits. Not offered in Brooklyn. Offered in Long Island when there is sufficient demand.

COM 490 CURRENT TOPICS IN COMPUTING

Seminar and directed readings on current topics (such as Neural Networks, Fractals and Image transmission, Distributed Databases, Computer Vision and Robotics, etc.).

Prerequisite: departmental approval

3 hours a week, 1 semester, 3 credits. Not offered in Brooklyn. Offered in Long Island when there is sufficient student demand.

COM 498 INTERNSHIP IN COMPUTER INFORMATION SYSTEMS

The internship provides a carefully supervised experience in the use or management of a Computer Information System. A minimum of 100 hours will be spent in the academic, business or industrial community.

Prerequisite: departmental approval

2 or 3 credits. Repeatable.

COM 499 INTERNSHIP IN COMPUTER SCIENCE

The internship in Mathematics/Computer Science is designed to provide the student with a carefully supervised "hands-on" experience in a particular area (eg. graphics, database management, systems analysis and design, software development, etc.). A minimum of 100 hours will be spent under the supervision of a member of the business-industrial community, acting in conjunction with a designated faculty member.

Prerequisite: Junior or Senior Mathematics/Computer Science major with departmental permission

2-3 credits, repeatable. Not offered in Brooklyn.

Bachelor of Science in Criminal Justice

Barbara Morrell, Ph.D., Chairperson

Joseph E. Pascarella, Ph.D., Associate Chairperson

The B.S. degree in Criminal Justice is designed to provide students with a fundamental understanding of the nature of crime and criminal law in society as well as the workings of police, courts, and corrections—the essential components of the criminal justice system. Students will be equipped with the necessary skills and insights to understand the complex issues surrounding crime and the criminal population.

Students pursuing the B.S. in Criminal Justice within the School of Professional and Graduate Studies would be expected to have post-secondary education and training and have acquired, through experience, the skills and knowledge appropriate to the degree.

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

Additional tracks in Juvenile Justice, Mental Health, and Community Correctional Alternatives are offered through the School of Arts and Sciences. Please consult the Arts and Sciences catalogues for additional information.

Required Courses

		<i>Credits</i>
CJ 158	Criminal Justice Administration	3
CJ 244	Corrections	3
CJ 266	Law Enforcement and Policing	3
CJ 277	Criminal Procedure	3
CJ 324	Research Methods in Criminal Justice	3
CJ 342	Internship in Criminal Justice	3
CJ 400	Capstone Seminar in Criminal Justice	3
POL 203	Political and Civil Rights	3
SOC 243	Criminology	3

Additional Required Courses

BIO 225	Forensic Bioscience	4
ENG 103	Writing for Effective Communication	3
PHI 160	Introduction to Ethics	3
PSY 100	Introduction to Psychology	3
SOC 100	Introductory Sociology <i>or</i>	
	SOC 136 Social Problems	3
LIB 100	Library Research Strategies	1

Law and Justice Track (choose 3 of the following)

POL 280	Constitutional Law	
PSY 290	Forensic Psychology	
SOC 237	Inequality and Social Class	
SOC 249	Race and Ethnicity	
		9

Liberal Arts Electives

Other Electives

Total 128

The following courses will be offered during either the 2011-2012 or the 2012-2013 academic year-including Summer, Fall, Intersession, and/or Spring Semesters/sessions/trimesters on both the Brooklyn and Long Island campuses, unless otherwise noted. Consult the semestral schedule of courses for more specific information, including the Long Island Campus Weekend College trimester program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.

For course descriptions not listed below, please see Additional Course Offerings section of this catalogue.

CJ 158 CRIMINAL JUSTICE ADMINISTRATION

An overview of the history, structure and function of the police, prosecutor, judicial and correctional organizations, and their interrelatedness. Through readings and an examination of Supreme Court cases, policy issues such as sufficient evidence, use of discretion and legal concerns will be discussed.

3 hours a week, 1 semester, 3 credits.

CJ 244 CORRECTIONS* (FORMERLY SOC 244)

An investigation into the various punitive and rehabilitative philosophies and practices employed by the correctional field in dealing with crime and criminality. Topics include: history of corrections, theories of punishment, death penalty, sentencing, effectiveness of rehabilitation, community supervision, and restorative alternatives.

Prerequisite: Non majors—no prerequisite. CJ majors—prerequisite CJ 158
3 hours a week, 1 semester, 3 credits.

CJ 245 COMMUNITY CORRECTIONAL ALTERNATIVES

This course will explore the historical development of probation and parole in the United States as well as current treatment philosophies, and strategies for supervision. It will focus on the relationship between prisons and the community and community- based correctional alternatives. Topics such as boot camps, electronic monitoring, drug courts, halfway houses, and intensive supervision will be explored with an emphasis on evaluating the empirical effectiveness of these alternatives. Speakers, field visit.

Prerequisite: CJ 158

3 hours a week, 1 semester, 3 credits.

CJ 246 RESTORATIVE JUSTICE

Restorative Justice presents a new paradigm of community justice focusing on the three parties involved in crime: the offender, victim, and community. Crime is seen as an injury to people and the community, and thus the focus of justice shifts to repairing those injuries, with all parties participating in the outcome: vindication of the victim, opportunities of accountability and rehabilitation of the offender, and peace and public order for the community. Contrasts between the Restorative Justice Approach and the traditional retributive response to crime will be undertaken. Topics will include: mediation, victim-offender reconciliation, family group conferencing, community service, and offender reintegration. Films, speaker.

Prerequisite: CJ 158

3 hours a week, 1 semester, 3 credits.

CJ 247 CORRECTIONAL REHABILITATION AND REENTRY

This course will examine innovative rehabilitation methods and programs from prevention, to correctional practice, to post-release. Students will be provided with knowledge about evidence-based practices and policies and their underlying theoretical frameworks. Topics will include: Risk and Need assessment, Gender specific Treatment Programs, Substance Abuse programs, etc.

Prerequisite: CJ 158

3 hours a week, 1 semester, 3 credits.

CJ 248 WOMEN AND CRIME

The focus of this course is on women in the criminal justice system as victims, offenders, and professionals. Relevant theories (such as a discussion of the feminist criminological perspective), policies, and empirical studies, as well as the historical, socio-political, and cultural forces that gave rise to them will be examined. Topics may include: domestic violence and women who kill, women's trajectory into crime, runaways, drug use, girl gangs, female police officers, and mothers behind bars. Films, speakers.

Prerequisite: CJ 158

3 hours a week, 1 semester, 3 credits.

CJ 257 JUVENILE JUSTICE

A study of the history and current philosophy and practice of the juvenile justice system, and the social, economic and political forces which have brought it to its present state. Students will examine the current levels and trends of juvenile delinquency and violence along with juvenile justice responses to them. Current issues such as transfer of juveniles to adult court, New York State PINS law, and Restorative Justice will be included.

Prerequisite: Non majors—no prerequisite. CJ majors—prerequisite CJ 158

3 hours a week, 1 semester, 3 credits.

CJ 266 LAW ENFORCEMENT AND POLICING

An examination of the evolution of public policing as an institution of social control, law enforcement policy and procedure, the organizational and administrative aspects of law enforcement, the role that police play in addressing crime as a social problem, the formation of police values and subculture, police discretion, and an understanding of the critical issues and challenges facing crime control today.

Prerequisite: CJ 158

3 hours a week, 1 semester, 3 credits.

CJ 277 CRIMINAL PROCEDURE

An examination of significant Supreme Court decisions, which define the parameters of acceptable police conduct and individual rights in their interaction with the police and criminal courts. An exploration of the unique issues relating to New York State—specific criminal procedure laws, understanding of crime, law and procedure, coverage of the Bill of Rights and the Constitutional limits of law, which is essential in dealing with the criminal justice population.

Prerequisite: CJ 158

3 hours a week, 1 semester, 3 credits.

CJ 278 CRIMINAL LAW

This course offers students an exposure to the basic principles, theories, and doctrine of criminal law in the United States. Some New York law will also be studied. It will include both historical and contemporary judicial thinking and legal reasoning. The course will consider how criminal law is actually administered in the real world and the impact of politics, race, class, and gender on these procedures. Controversial issues will be explored.

Prerequisite: CJ 158

3 hours a week, 1 semester, 3 credits.

CJ 324 RESEARCH METHODS IN CRIMINAL JUSTICE*

A fundamental understanding of research design and data analysis in criminology and Criminal Justice. The course will examine quantitative and qualitative research methods (experimental design, quasi-experimental design, surveys, field research, secondary data analysis), types of data and measurement, probability, and sampling techniques.

Prerequisite: CJ 158

3 hours a week, 1 semester, 3 credits.

CJ 342 INTERNSHIP IN CRIMINAL JUSTICE

The internship is designed to give Criminal Justice majors, in their senior year, an experience working with a professional in a criminal justice agency. Students are placed in agencies congruent with their interests. Students are expected to work a minimum of 104 hours during the semester. Additional requirements include a journal of activities and completion of a major paper. Weekly seminar meetings will be held.

Prerequisite: CJ 158

3 hours a week, 1 semester, 3 credits.

CJ 359 INDEPENDENT STUDY IN CRIMINAL JUSTICE

An opportunity for the student to do advanced work in a specialized area.

Open to juniors and seniors in Criminal Justice Department, with departmental approval.

3 credits.

CJ 370 SPECIAL TOPICS IN CRIMINAL JUSTICE

This course will examine specialized issues in the criminal justice field, which are not covered in depth in the existing course offerings. It will allow professors in one of the multi disciplines within Criminal Justice to teach their area of expertise to students and facilitate interaction between faculty and students. Such topics may include (but not be limited to) DNA and Exonerations, the Supreme Court throughout the Eras, Psychology of the Criminal Mind, etc.

Prerequisite: CJ 158

3 hours a week, 1 semester, 3 credits.

CJ 400 CAPSTONE SEMINAR IN CRIMINAL JUSTICE*

The senior capstone course is based on readings and discussion of major works in the field of crime and the administration of justice. Original works are discussed in the context of the history of ideas, political ideologies, and contemporary developments. Seminar paper required.

Prerequisite: CJ 158

3 hours a week, 1 semester, 3 credits.

Bachelor of Science in Health Administration

Lauren G. Pete, J.D., Ph.D., Chairperson

John Sardelis, Dr.P.H., Associate Chairperson

The Bachelor of Science degree in Health Administration promotes the career and educational advancement of health care professionals, improves the health care delivery system, and meets the needs of the individuals and communities which that system serves.

This major fosters the development of knowledge skills, intellectual skills, and personal value systems. The program provides students with the opportunity to explore and understand diverse ideas and cultures as they relate to the provision of health care services.

In addition to having met the general admission requirements of the School, students typically have postsecondary education and training and have acquired, through experience, the skills and knowledge appropriate to the degree. Exceptions to this are made with the approval of the Dean.

A minimum of 21 credits with an HA or CHA identifier must be taken at St. Joseph's College (MAT 151 may be applied toward this requirement).

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

<i>Major Requirements</i>		<i>Credits</i>
CHA 430	Health Care Delivery System	3
HA 481	Health Care Management	3
CHA 484	Legal Aspects of Health Care	3
CHA 495	Academic Writing and Research	3
HA 498	Capstone Research in Health Administration	3
<i>Major Electives</i> (9 credits from Health Administration offerings; 9 additional credits to be taken in Health Administration, Community Health and Human Services, related areas, or in courses applicable to the Management Certificate.)		18
<i>Required Core Courses</i>		
GS 401	Problem Solving for Professionals	3
GS 402	Critical Thinking for Professionals	3
HA 404	Administration and the Liberal Arts	3
ENG 103	Writing for Effective Communication	3
MAT 151	Fundamentals of Statistics	3
COM 140	Microcomputer Applications I or	
	COM 141 Microcomputer Applications II	3
LIB 100	Library Research Strategies	1
Social Science		3
<i>Liberal Arts Electives</i>		35
<i>Other Electives</i>		38
<i>Total</i>		128

Dual Bachelor of Science in Health Administration/ Master of Business Administration in Health Care Management

Dual-degree candidates must meet the general undergraduate and graduate admissions requirements of the School of Professional and Graduate Studies. Most candidates typically have post-secondary education and training and will have acquired, through experience, the skills and knowledge appropriate to the degree.

Undergraduates are eligible for admission to the M.B.A. in Health Care Management program after completing 90 credits. 21 of which must be completed at St. Joseph's College. Applicants are required to complete (as part of the 90 credits) the following courses with a grade of C or better:

CHA 430	Health Care Delivery System
CHA 496	Health Care Finance and Economics
COM 140	Microcomputer Applications I <i>or</i>
	COM 141 Microcomputer Applications II
ENG 103	Writing for Effective Communication
HA 481	Health Care Management
MAT 151	Fundamentals of Statistics

Equivalent courses from other accredited institutions will be considered. These courses include all prerequisite courses required for the graduate degree, as well as other courses deemed necessary by the department to provide students with a diversified foundation in health care management.

Applicants are required to have a 3.3 overall GPA and submit at least one letter of recommendation from a faculty member in his/her major, attesting to the student's readiness for graduate study. This recommendation must contain the approval of the department or associate chair.

M.B.A. applicants typically are required to have work experience involving supervision, program development, specialized training, considerable responsibility and/or independent judgment. Applicants for the B.S./M.B.A. in Health Care Management can satisfy this requirement by completing a 3-credit internship during their junior or senior year. If an applicant's experiential qualifications fall short of the aforementioned criteria, the GMAT will be required.

B.S. in Health Administration Curriculum

<i>Major Requirements</i>		<i>Credits</i>
CHA 430	Health Care Delivery System	3
CHA 496	Health Care Finance and Economics	3
HA 481	Health Care Management	3
CHA 484	Legal Aspects of Health Care	3
CHA 495	Academic Writing and Research	3
HA 498	Capstone Research in Health Administration	3
#HCM 532	Management of Health Care Information Systems	3
#HCM 560	Health Care Services and Systems	3
#MGT 500	Leadership and Managerial Development	3
#MGT 520	Organizational Theory and Design <i>or</i>	
	#MGT 525 Marketing Concepts and Strategies	3

Additional Required Courses

COM 140	Microcomputer Applications I or COM 141 Microcomputer Applications II	3
ENG 103	Writing for Effective Communication	3
GS 401	Problem Solving for Professionals	3
GS 402	Critical Thinking for Professionals	3
HA 404	Administration and the Liberal Arts	3
MAT 151	Fundamentals of Statistics	3
LIB 100	Library Research Strategies	1
<i>Social Sciences</i>		3
<i>Liberal arts electives</i>		35
<i>Other electives</i>		41
<i>Undergraduate credits</i>		<i>Total 128</i>

Remaining M.B.A. in Health Care Management Graduate Courses

		<i>Credits</i>
#HCM 511	Health Care Law and Medical Ethics	3
#HCM 641	Health Care Finance and Reimbursement	3
#HCM 660	Health Care Operations Management	3
#HCM 680	Health Care Strategic Planning	3
#MGT 520	Organizational Theory and Design or #MGT 525 Marketing Concepts and Strategies	3
#MGT 610	Statistical Applications in Research and Management	3
#MGT 655	Operations and Quality Management	3
#MGT 690	Integrative Analysis in Management	3
<i>Dual-degree credits</i>		<i>Total 152</i>

#Graduate Course

The following courses will be offered during either the 2011–2012 or the 2012–2013 academic year—including Summer, Fall, Interession, and/or Spring semesters/sessions/trimesters on both the Brooklyn and Long Island Campuses, unless otherwise noted. Consult the semestral schedule of courses for more specific information, including the Long Island Campus Weekend College Trimester Program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.

HA 200 FUNDAMENTALS OF FINANCIAL ACCOUNTING (ACC 200)

This course is an introduction to the field of accounting and to the development and use of financial accounting information in the business world. This course emphasizes accounting techniques and procedures, accounting theory, and interpretation and use of accounting information. Topics include financial statements preparation, merchandising accounting, systems and controls, financial assets, plant assets, corporate accounting and financial statement analysis.

3 hours a week, 1 semester, 3 credits.

HA 230 HUMAN RESOURCES MANAGEMENT (BUS 230)

A review of the theory of the effective management of human resources. The students examine employer-employee relations in such areas as equal employment opportunity practices, training and evaluation methods, compensation and reward or motivational programs, legal and regulatory requirements and the role of collective bargaining. The course utilizes the case method supplemented with an assigned text.

(Suggested antecedent course: BUS 100 or HA 481)

3 hours a week, 1 semester, 3 credits.

CHA 240 DEVELOPING A NON-PROFIT ORGANIZATION

This course is designed to help supporters, proponents, advocates as well as managers and leaders in the human services fields learn the fundamentals of starting a non-profit organization or developing an existing one into a more viable and productive enterprise. It will provide a framework for helping those with an interest in nonprofits to translate ideas into action. This course can be taken as part of a sequence with Introduction to Fundraising and Introduction to Grant Writing, which specifically address skills utilized in nonprofit sector. Topics will include: legal requirements for starting a nonprofit organization, board recruitment and governance structures, developing mission, vision and value statements, soliciting support from stakeholders, permissible and prohibited activities under federal, state and local law, securing tax exempt status and an introduction to funding strategies. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

CHA 241 INTRODUCTION TO FUNDRAISING

This course is designed to help managers and leaders in the not for profit sector develop strategies and implement campaigns and/or events for the purpose of reaching fundraising goals, as separate from grant writing. It is a companion course to the Introduction to Grant Writing, which specifically addresses specialized skills utilized in the not for profit sector. Topics include: designing a direct mailing, creating a database, using the internet and other networking resources, maintaining relationships with donors, managing a campaign, and planning events. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

CHA 242 INTRODUCTION TO GRANT WRITING

This course will introduce students to the proposal writing process. They will learn how to plan and research funding sources, and then how to organize and write a proposal. Combining instruction with interactive exercises, this one-credit course will help students become detail-oriented and develop concise, persuasive writing skills. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

CHA 243 MEDICAID

This course will give an overview of the Federal and New York State program of health insurance for the poor. Students will learn the current eligibility guidelines for Medicaid, how to advise a client regarding the Medicaid application process, and the role of legal assistance in the Medicaid approval process. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

CHA 244 HEALTH CARE POLICY

The intention of this course is to give students an understanding of how health care policy is developed and to identify key players in the development and implementation of health care so that they can use this knowledge to develop skills needed to positively impact health care policy as health care managers. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

CHA 245 OSHA (Occupational Safety and Health Administration)

The purpose of this course is to provide students with an overview of the functions and requirements of the U.S. Department of Labor's Occupational Safety and Health Administration. The course examines the federal mandate to assure safe and healthful working conditions for working men and women by authorizing enforcement of the standards developed under the OSH Act implemented in 1970 and revised in 2004. The course will address the federal government's role in assisting and encouraging states in their efforts to assure safe and healthful working conditions by providing for research, information, education, and training in the field of occupational safety and health and for other purposes. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

CHA 246 HEALTH CARE PROVIDERS AS FIRST RESPONDERS

This is an overview course that emphasizes the unique and daunting challenges faced by the health care delivery system and health care workers as first responders. It examines the health care manager's responsibilities in terms of protecting public health, personal and professional risks, and the role of the health care manager in crisis and disaster planning and management. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

CHA 247 TAKING SIDES: CLASHING VIEWS ON BIOETHICAL ISSUES

The purpose of this course is to introduce students to bioethics through critical analysis of contemporary issues related to health care delivery and management. The course will address human choices and actions that typically occur in medical practice, such as end-of-life decision-making and will extend to other areas where human life and health are involved, such as artificial reproduction, research ethics, cloning, and stem cell research, and the doctor-patient relationship. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

HA 404 ADMINISTRATION AND THE LIBERAL ARTS* (GS 404)

This course, designed for management and health administration majors, focuses on the relationship between the liberal arts and the issues related to administration. With perspectives provided by the social sciences and the arts and humanities, this course explores: the rise of the management dynamic; the growth of technology and industrial power; administrative styles; the effect of corporate and organizational life on the individual and society; the conflict between power and responsibility.

(Suggested antecedent course: HA 481)

3 hours a week, 1 semester, 3 credits.

CHA 408 EPIDEMIOLOGY*

An introduction to the science of epidemiology dealing with the incidence, distribution, and control of disease in the population. Concentration is directed toward health promotion and disease prevention at institutional and community levels. The role of public health and other agencies is also discussed.

3 hours a week, 1 semester, 3 credits.

CHA 423 PRINCIPLES OF TRAINING AND STAFF DEVELOPMENT (GS 423)

This course provides a survey of the methods used in training and career development of employees in the service of individual and organizational effectiveness. Central to the course is its focus on planning, designing, and implementing an overall training and development effort for an organization.

3 hours a week, 1 semester, 3 credits.

CHA 424 TRAINING AND DEVELOPMENT TECHNIQUES (GS 424)

This course focuses on conducting a specific training and development program, including developing a needs analysis, creating program objectives, selecting an appropriate teaching methodology, identifying instructional aids, and developing an evaluation instrument.

3 hours a week, 1 semester, 3 credits.

CHA 426 HEALTH TOPICS

This course provides students with the opportunity to participate in a focused exploration of a current topic pertaining to the health field. Students may not earn more than 5 credits by taking CHA 426, or GS 427. Three one-credit options are not equivalent to a three-credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

CHA 430 HEALTH CARE DELIVERY SYSTEM

An in-depth study of the organization of the U.S. health care delivery system. Special attention is given to practices and problems affecting providers and consumers of health care. Recent changes in the financing mechanisms and their impact on distribution of services are discussed.

3 hours a week, 1 semester, 3 credits.

CHA 432 AMBULATORY CARE ADMINISTRATION

This course focuses on the delivery of health services on an outpatient basis, including the administration of other health services, including physician practice management techniques provided in the ambulatory setting. Governmental regulations, organizational considerations, staffing patterns, quality issues, and reimbursement are examined.

(Suggested antecedent course: HA 481 or CHS 415)

3 hours a week, 1 semester, 3 credits.

CHA 433 MANAGED CARE

An overview of the evolution of managed care and current trends, including systems terminology, public policy, and market performance issues. (Students who have taken the one credit course CHA 426 Health Topics: Managed Care cannot take the 3 credit course.)

3 hours a week, 1 semester, 3 credits.

CHA 435 CONTINUOUS QUALITY IMPROVEMENT

The course will focus on the shift in health care to CQI, risk management, and client satisfaction. Emphasis will be placed on compliance with and accreditation by regulatory agencies. It will also examine the different strategies and evaluation techniques that can feasibly result in increased productivity and performance in the delivery of health care services from the development of CQI and TQM.

3 hours a week, 1 semester, 3 credits.

CHA 437 HOME CARE ADMINISTRATION

This course focuses on the operation and administration of the many types of home care providers. The evaluation and growth of home care is discussed. Also covered are such topics as: government regulations, financing, staffing, continuing education needs, and marketing.

(Suggested antecedent course: CHA 430)

3 hours a week, 1 semester, 3 credits.

CHA 438 HOSPICE CONCEPTS

This course explores the history and principles of the hospice movement, particularly within the context of New York State Regulations. Topics for study include administration/finance, the interdisciplinary team, the family as a unit of care, pain/symptom management, home/in-patient care, and bereavement care.

3 hours a week, 1 semester, 3 credits.

CHA 439 PRACTICUM IN THE HOSPICE FIELD

A supervised field experience in a hospice setting, this course is made available on an individual basis. Approval required. Placements are arranged by students and instructor.

Prerequisites: Required and elective courses for the Certificate in Hospice.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

CHA 456 PROGRAMS AND RESOURCES IN AGING

This course examines government and private programs and resources in aging, at national, state, and local levels. Specific topics include income maintenance, public entitlements, housing options, crime prevention, and care management. Community programs presented include nutritional services, adult day care, senior centers and in-home services. In addition to addressing demographic, political and fiscal realities, this course will explore future trends and advocacy.

3 hours a week, 1 semester, 3 credits.

CHA 459 PRACTICUM IN GERONTOLOGY

A supervised field experience in gerontology, this course is made available to students on an individual basis. Approval required. Placements in the community, suitable to the student's needs, are arranged by the instructor in consultation with the student.

Prerequisites: Required and elective courses for the Certificate in Gerontology.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

HA 466 INTERNSHIP IN HEALTH ADMINISTRATION

(Formerly Practicum in the Health Field)

A supervised internship in the health area, this course is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 2–6 credits maximum.

CHA 468 PRACTICUM IN TRAINING AND STAFF DEVELOPMENT (GS 468)

(Formerly Practicum in Health Staff Development)

A supervised internship in training and staff development is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Prerequisites: Required courses for the Certificate in Training and Staff Development.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

HA 481 HEALTH CARE MANAGEMENT

An overview course dealing with health care management. Included in the course are such topics as effective management, supervision, organizational structures, decision-making, personnel and staffing, performance appraisal, finance, budgets, fiscal operations, facilities maintenance, and services distribution and control. State codes and accreditation standards are reviewed.

3 hours a week, 1 semester, 3 credits.

CHA 484 LEGAL ASPECTS OF HEALTH CARE

A review of the basic legal concepts affecting the health care delivery system. Topics discussed include aspects of malpractice in health care, practitioner and institutional liability, legal rights of the consumer, administrative law, medical records, and the role of regulatory agencies.

3 hours a week, 1 semester, 3 credits.

HA 486 LONG TERM HEALTH CARE ADMINISTRATION

This course deals with the application of administrative theory to long term care facilities. Facilities are classified, and services of each are defined. Planning, construction, financial management, codes and regulations, Medicaid/Medicare, and an in-depth examination of personnel and health care services are covered.

(Suggested antecedent course: HA 481)

3 hours a week, 1 semester, 3 credits.

CHA 489 COMPREHENSIVE HEALTH PLANNING

This introductory course examines the methods and practices of long-range and strategic health planning, focusing on such factors as need, supply, and demand—at the institutional, community, and regional level. Also covered is the role of government in health care planning. Facility and health program planning are considered.

3 hours a week, 1 semester, 3 credits.

HA 490 RESEARCH SEMINAR IN HEALTH ADMINISTRATION*

A capstone research course for students pursuing the Health Administration major, it is designed to permit students to do an investigation into an area of their interest. Students are expected to employ research methodologies in the preparation of a paper appropriate to the major.

Prerequisites: HA 481, ENG 103, MAT 151

3 hours a week, 1 semester, 3 credits. (This course will be discontinued after Spring 2011.)

HA 492 MEDICAL TERMINOLOGY

This course familiarizes students with everyday anatomy and physiology terminology used in medical areas such as physician's offices, hospitals, clinics, insurance and pharmaceutical firms. Students will be instructed on how to derive the meaning of medical words by learning to easily separate word components, as well as to identify all major body parts by their correct language name. The course provides essential background knowledge for successful ICD-9-CM coding and other areas such as CPT coding and billing.

3 hours a week, 1 semester, 3 credits. Offered when there is sufficient student demand.

HA 493 COMPUTER APPLICATIONS IN HEALTH ADMINISTRATION

This course assists students in understanding the development, design, evaluation, selection and utilization of computer application in health care. Students will be instructed on how to understand and utilize state of the art computer based health care applications and technologies, including E-health and -health care technologies. Emphasis will also be placed on how computer applications and E-health technologies can support high quality patient care and improve management decisions in health care institutions.

3 hours a week, 1 semester, 3 credits. Offered when there is sufficient student demand.

HA 494 BILLING AND CODING

This course will provide an in-depth understanding of medical billing and coding. Billing topics will include daily transaction entries, completing medical submissions, billing claim follow-up, itemized statements, and billing management. In addition, students will learn the basics of CPT and ICD-9-COM coding necessary for billing medical services and procedures. Students will also be introduced to computerized billing/coding software available in the field. Classes are conducted in a computer laboratory.

Prerequisite: HA 492

3 hours a week, 1 semester, 3 credits. Offered when there is sufficient student demand.

CHA/BUS 495 ACADEMIC WRITING AND RESEARCH*

This course will focus on those skills required for scholarly writing in the fields of Health Administration, Human Services, and Management. In addition to reviewing documentation and citation styles, accessing peer-reviewed journals using electronic databases, and knowing how to avoid plagiarism, this course will guide students through the style and structure of professional research writing. First, students will become familiar with the scholarly style of journal articles and will develop the ability to extract relevant information from those articles. Then, students will practice skills of narrowing the subject field, creating an annotated bibliography, writing a literature review, and creating a research question, all in preparation for their Capstone Research Seminar.

Prerequisite: ENG 103

3 hours a week, 1 semester, 3 credits.

CHA 496 HEALTH CARE FINANCE AND ECONOMICS

The course covers analysis of the “financial health” of health care institutions (globally and facility-specific), financial statements, capital and operating budget techniques, DRG’s and RUG’s, and inventory management. The role of government in regulation and planning is explored, as are changes in reimbursement methodology and payment systems, including HMO’s and PPO’s. In addition, the course will provide an overview of the economics of the health care system including supply and demand concepts as they relate to the provision of health care services, cost behavior, cost and production functions, and comparative health systems.

Duplicative of HA 497 Financial Management in Health Care Institutions
3 hours a week, 1 semester, 3 credits.

HA 498 CAPSTONE RESEARCH IN HEALTH ADMINISTRATION* (CHS/BUS 498)

The second part of a two-part capstone research course for students in the majors of Community Health and Human Services, Health Administration, and Organizational Management, is designed to teach students about the research methodologies that can be applied to the investigation of a research study of an individualized area of interest. Students will select an appropriate research methodology and design and will apply it to the research topic selected during the earlier course, CHA/BUS 495. The final project will be an academic paper reporting on an original research topic investigated by the student.

Prerequisites: MAT 151 and CHA/BUS 495

3 hours a week, 1 semester, 3 credits.

CHA 498 GLOBAL HEALTH SYSTEMS* (Formerly International Health Systems)

This course focuses on contemporary health issues in their political, cultural, and socioeconomic context. The role of the World Health Organization is addressed.

3 hours a week, 1 semester, 3 credits.

CHA 499 FIELD STUDY IN GLOBAL HEALTH SYSTEMS* (Formerly Field Study in International Health Systems)

A planned study of the health care delivery services in a developed/developing country. Special attention is given to contemporary political, cultural, and socioeconomic aspects of the country’s health services.

Hours to be arranged, 3 credits. Not offered regularly.

Bachelor of Science in Marketing

Eileen White-Jahn, Ph.D., Chairperson

The Bachelor of Science in Marketing equips undergraduates with in-depth knowledge of business marketing while providing a solid base in general business. This prepares students to apply theoretical knowledge in positions such as advertising and promotion, public relations, marketing management and sales management.

<i>Required Courses</i>		<i>Credits</i>
ART 267	Computer Assisted Graphic Design Workshop	3
BUS/COM 140	Microcomputer Applications I	3
BUS/COM 141	Microcomputer Applications II	3
ENG 103	Writing for Effective Communication	3
ENG 110	Communication for Professionals	3
MAT 111	College Algebra	3
MAT 200	Mathematics for Business and Economics	3
PHI 160	Introduction to Ethics	3
SPC 102	Speech Communication	3
<i>Additional Required Courses</i>		
ACC 200	Fundamentals of Financial Accounting	3
BUS 100	Process of Management	3
BUS/ECO 120	Macroeconomics	3
BUS/ECO 226	Microeconomics	3
BUS 150	Business Law I	3
BUS 151	Business Law II	3
BUS 219	Principles of Finance	3
BUS/ECO 222	Statistics	3
BUS 275	Business in a Global Environment	3
MKT/BUS 200	Marketing	3
MKT/BUS 204	Marketing Promotion and Advertising	3
MKT/BUS 208	Public Relations	3
MKT 310 (BUS 210)	Consumer Motivation and Behavior	3
MKT 316 (BUS 306)	Marketing Research	3
MKT 472	Marketing Policy Seminar	3
LIB 100	Library Research Strategies	1
<i>Electives from Business, Accounting or Marketing Courses</i>		9
<i>Liberal Arts Electives</i>		32
<i>Other Electives</i>		14
<i>Total</i>		128

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

Marketing Course Offerings

The following courses will be offered during either the 2011-2012 or the 2012-2013 academic year—including Summer, Fall, Intersession, and/or Spring semesters/sessions/trimesters on both the Brooklyn and Long Island Campuses, unless otherwise noted. Not all of these courses will be available at night or on weekends on both campuses. Consult the Arts and Sciences Catalogue and the semestral schedule of courses for more specific information including the Long Island Campus Weekend College Trimester Program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.

MKT 200 MARKETING (BUS 200)

A study of the importance of marketing to society and to the economy, and its pivotal role in the business and non-profit sectors. The course provides a firm foundation in marketing principles and in the strategic marketing planning process.

3 hours a week, 1 semester, 3 credits. Fall and Spring

MKT 204 MARKETING PROMOTION AND ADVERTISING (BUS 204)

An intensive review and study of the promotion and sale of products or services. Both conceptual and applied approaches to such areas as advertising and public relations are used. The student will be required to develop a report on a promotion plan for a product or service.

Prerequisite: MKT 200

3 hours a week, 1 semester, 3 credits. Spring

MKT 208 PUBLIC RELATIONS (BUS 208)

The study of Public Relations and its role as a communications and marketing tool. Corporate image, external and internal communications, and firms' relationships with various organizations are explored. Case study analysis and practice in writing press releases and other corporate communications are expected.

Prerequisite: MKT 200

3 hours a week, 1 semester, 3 credits. Fall

MKT 214 SALES MANAGEMENT (BUS 214)

The importance of managing the creative selling function including tele-marketing, missionary sales, prospecting and qualifying prospects, territory management, role ambiguity, evaluating of sales performance, the establishment of standards, and motivating a sales force.

Prerequisite: MKT 200

3 hours a week, 1 semester, 3 credits. Spring

MKT 302 RETAIL MANAGEMENT
(BUS 302)

A study of the marketing of goods and services to the final customer. Topics include the structure of contemporary American retailing, assortment planning, inventory control, customer service, price, promotion and location strategies, international retailing, and the interrelationship of retailing, society, and the economy.

Prerequisites: MKT 200, MAT 200

3 hours a week, 1 semester, 3 credits.

MKT 310 CONSUMER MOTIVATION AND BEHAVIOR
(PSY 282)
(BUS 210)

The examination of consumer motivation and behavior employing the disciplines of Anthropology, Psychology and Sociology. Freud, Skinner, and Maslow's theories are utilized. The purpose of the course is to enable the student to understand what motivates the consumer to buy and why.

Prerequisite: MKT 200

3 hours a week, 1 semester, 3 credits.

MKT 316 MARKETING RESEARCH
(BUS 306)

A study of the various research methodologies used in solving marketing research problems. Includes Research Design and Data Collection Methods (surveys, questionnaire design, sampling) to enable the student to make the best possible decision in exploring solutions to marketing problems and opportunities. A complete Marketing Research report is required.

Prerequisites: BUS 222, MKT 200

3 hours a week, 1 semester, 3 credits.

MKT 472 MARKETING POLICY SEMINAR

An examination and integration of all aspects of marketing, including strategy, execution, and evaluation. Case studies will be analyzed to understand successful marketing strategies. Course will culminate in a major research paper in the form of a detailed marketing plan.

For Senior Marketing Major students only

3 hours a week, 1 semester, 3 credits.

Bachelor of Science with a Major in Nursing

Barbara L. Sands, Ph.D., R.N., Director

The Department of Nursing offers an upper-division baccalaureate program designed exclusively for registered nurses. The program is accredited by the National League for Nursing Accrediting Commission. The curriculum is planned to maximize the strengths the registered nurse brings to the baccalaureate program. The program focuses upon the utilization of nursing theory; the promotion, restoration and maintenance of health for clients; the development of critical thinking and decision-making skills; and the development of leadership skills appropriate to beginning professional practice. The research process as it relates to nursing is taught and utilized throughout the program. Clinical experiences are provided at a variety of health care settings under the direction of the Nursing faculty.

The purposes of the program are to:

1. Provide the graduate with breadth of knowledge and values from both general and professional education.
2. Prepare the graduate for professional practice in traditional and unstructured health care settings.
3. Provide a foundation for graduate education in nursing.
4. Provide the knowledge base and experiences that will facilitate professional socialization to professional nursing practice.

Admission Process

Candidates for admission to the Nursing program must submit:

1. A Nursing program application.
2. Transcripts of lower-division coursework. If student copies of transcripts are submitted initially, official transcripts must be on file within the first 18 credits of coursework at St. Joseph's College.
3. Two letters of reference from employing agency or School of Nursing attesting to the candidate's clinical competency and potential for professional growth.
4. Proof of licensure as a Registered Professional Nurse in New York State.

Admission Requirements

Candidates for admission to the Nursing program must have:

1. Graduated from an Associate Degree Nursing Program or a Hospital Diploma Program accredited by the National League for Nursing Accrediting Commission. Graduates of programs not accredited by the NLNAC may be eligible for conditional admission to the nursing program if they meet all other admission requirements. Specific requirements apply to those admitted on a conditional basis.

2. A current license in New York State as a Registered Professional Nurse or eligibility to sit for the NCLEX-RN licensing exam. Students must have a current New York State RN license to enroll in NU 350.
3. Completion of lower-division course requirements. Candidates are eligible to apply for admission after completing 24 credits of lower division course requirements at a regionally accredited community or senior college. CLEP challenge exams are available in selected science and liberal arts courses.
4. A satisfactory cumulative grade point average in lower-division course work. All candidates with a grade point average of 2.5 on a 4 point scale will be reviewed for admission. Preference will be given to those with a 3.0 or above grade point average.
5. Satisfactory scores on the NLN Nursing Acceleration Challenge Exam (ACE) II RN-BSN Tests required for graduates of Hospital Diploma Programs and students admitted to the program on a conditional basis. These tests must be taken no later than the second semester after admission to the program.

Baccalaureate Curriculum

Liberal Arts Component

<i>Humanities</i>	<i>Credits</i>
*English	3
*Speech	3
Electives	9
GS 402 Critical Thinking for Professionals	3
<i>Total</i>	<i>18</i>

<i>Natural Sciences and Mathematics</i>	<i>Credits</i>
*Anatomy & Physiology	6-8
*Chemistry	3
*Microbiology	3-4
BIO 331 Pathophysiology	3
COM 140 Microcomputer Applications I or COM 141 Microcomputer Applications II	3
MAT 151 Fundamentals of Statistics	3
<i>Total</i>	<i>21-24</i>

<i>Behavioral/Social Sciences</i>	<i>Credits</i>
*Psychology	3
*Sociology	3
*Growth & Development	3
PSY 150 Group Dynamics and Communication	3
GS 400 Adults in Transition	3
Electives	6
<i>Total</i>	<i>21</i>

* Lower-division course requirements. Candidates are eligible to apply for admission after completing 24 credits of lower-division course requirements at a regionally accredited junior or senior college. CLEP challenge exams are available in selected science and liberal arts courses.

Unrestricted Electives 8-11 Credits

The Nursing Component

	<i>Credits</i>
NU 300 Theoretical Bases in Nursing	3
NU 310 Professional Nursing Practice Roles	3
NU 350 Professional Nursing with Individuals	4
NU 400 Professional Nursing with Families	3
NU 410 Professional Nursing with Communities	6
NU 420 Nursing Research	3
NU 430 Nursing Leadership	3
NU 450 Professional Nursing Practicum	6
<i>Total</i>	<i>31</i>

Of the 128 credits required for the degree, at least 60 must be in the liberal arts. A minimum of 55 credits must be taken at St. Joseph's College while enrolled in the upper-division nursing program.

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

Nursing Course Offerings

The following courses will be offered in either the Summer, Fall, or Spring semester/session during the 2011-2012, 2012-2013 academic years on the Brooklyn and Long Island Campuses.

NU 300 THEORETICAL BASES IN NURSING

The focus of this course is the study of the conceptual framework and theories which provide the bases for professional nursing practice. The historical evolution of the theoretical foundation of nursing practice will be discussed, as well as the functions and merits of theory development to nursing practice, education and research. Selected nursing theories and concepts will be explored with an emphasis on the application of these to the nursing process. A case study approach will be used to provide students the opportunity to apply learning to practice situations.

3 hours a week, 1 semester, 3 credits.

NU 310 PROFESSIONAL NURSING PRACTICE ROLES

The student engages in a study of the historical perspectives in the development of professional practice roles. Role theory, role socialization and role differentiation are examined as related to organizational structure and goals. The diversity of practice roles, changing roles, and expanded roles are explored with an emphasis on professional accountability, legal and ethical implications and advocacy.

3 hours a week, 1 semester, 3 credits.

NU 320 HOLISTIC NURSING (Elective)

This course is designed to provide an introduction to holistic nursing and an overview of selected healing modalities such as therapeutic touch, relaxation and guided imagery. Discussions, demonstrations and/or experiential sessions are utilized to facilitate an understanding of these modalities. Emphasis is placed on theory-based practice. The implications of holistic nursing in practice and research are examined.

Prerequisites: NU 300, NU 310

3 hours a week, 1 semester, 3 credits. Offered when there is sufficient student demand.

NU 330 NURSING PRACTICE AND THE INTEGRATION OF GENETICS (Elective)

This course will explore the impact of the Human Genome Project and expanding genetic knowledge base on the clinical practice of nursing. Students will gain a basic understanding of the science of genetics as it relates to clinical aspects of nursing and health care. Genetic concepts related to human heredity, genetic conditions, and treatment approaches will be explored. Emphasis will be placed on the integration of genetic knowledge into nursing practice. Ethical, legal, social and cultural aspects of genetic advances in health care will be explored from a nursing perspective.

Co or Prerequisite: NU 310

3 hours a week, 1 semester, 3 credits. Offered when there is sufficient student demand.

NU 350 PROFESSIONAL NURSING WITH INDIVIDUALS

This course focuses upon the health appraisal of clients including select physical assessment skills. Emphasis is placed on health promotion and the total assessment of the client including factors affecting health status, health history, client education and the application of the nursing process. The integration of Roy's theory and the nursing process, communication and interpersonal relationship skills are emphasized.

Prerequisites: NU 300, BIO 331

Co or Prerequisite: NU 310

4 hours lecture/college lab per week, 4 hours clinical per week for two weeks, 4 credits.

NU 400 PROFESSIONAL NURSING WITH FAMILIES

This course includes a study of the concept of a family, the family environment as related to and influenced by health and illness, and the family as a system. Relevant theories are explored in relation to nursing practice with families focusing upon health promotion, maintenance and restoration. Public policy issues that affect family health care are explored.

Prerequisites: NU 300, NU 310

3 hours a week, 1 semester, 3 credits.

NU 410 PROFESSIONAL NURSING WITH COMMUNITIES

This course focuses upon the application of theories to promoting, maintaining, and restoring the health of communities. Emphasis is placed on the utilization of the nursing process in the health assessment of families and communities. Health promotion, health education, coordination and continuity of care are emphasized as are the roles of the professional nurse in community practice. The epidemiological process is stressed in surveying current major health issues. Public policy issues relating to health care are explored.

Prerequisites: NU 350, PSY 150, NU 400

3 hours lecture per week, 6 hours clinical per week, 1 semester, 6 credits.

NU 420 NURSING RESEARCH

This course focuses upon the critical evaluation of nursing research and the implications for nursing practice. Concepts basic to the research process, approaches to and methods of research are explored. Emphasis is placed on ethical considerations and the role of the nurse as a knowledgeable consumer of research.

Prerequisites: NU 300, MAT 151, GS 402

3 hours a week, 1 semester, 3 credits. (Offered Fall–Patchogue; Spring–Brooklyn)

NU 430 NURSING LEADERSHIP

This course includes a study of theories of leadership, organizational behavior, and planned change. Emphasis is placed on decision making. Nursing leadership in traditional and unstructured health care settings is explored. The student examines values and ethical issues, as well as socio-economic and public policy issues affecting nursing and health care delivery.

Prerequisites: NU 350, PSY 150

3 hours a week, 1 semester, 3 credits.

NU 440 BUDGETING CONCEPTS FOR NURSE MANAGERS (Elective)

The focus of this course is to improve the budgeting skills of nurse managers or potential nurse managers. It explores the budgeting process, types of budgets, cost factors and forecasting. Emphasis is placed on the role of the nurse manager in the preparation of a personnel budget for a patient care area.

Co or Prerequisite: NU 430

1 hour a week, 1 semester, 1 credit. Offered when there is sufficient student demand.

NU 450 PROFESSIONAL NURSING PRACTICUM

This course continues the study of theories and practice models that guide nursing practice with groups, families, and communities. Emphasis is placed on the use of leadership skills, strategies for initiating and facilitating change, and the application of research to nursing practice. The practicum is designed to facilitate the learner's self assessment and self directed pursuit of professional nursing knowledge in an area of interest.

Prerequisite: NU 350

Co or Prerequisite: NU 430

3 hours seminar per week, 6 hours clinical per week, 1 semester, 6 credits.

Students under the direction and guidance of faculty develop a learning contract for each clinical nursing course. The learning contracts are designed in accord with the student's academic and professional background and the objectives of the course. The use of the learning contract provides for student self-direction and participation in the selection of their learning experiences. Clinical hours are planned on a to-be-arranged basis.

The Department of Nursing reserves the prerogative to adjust admission and program requirements in response to changes in accreditation or credentialing/registration criteria.

Bachelor of Science in Organizational Management

Eileen White-Jahn, Ph.D., Chairperson

Stanley F. Fox, Ph.D., Associate Chairperson

Rupert Campbell, M.B.A., Associate Chairperson for Organizational Management, School of Professional and Graduate Studies

Mary A. Chance, M.S.T., C.P. A., Director of Graduate Management Studies

Designed to foster career and educational advancement, the Bachelor of Science degree in Organizational Management provides working adults with knowledge and skills pertaining to management, organizational behavior, and human resources for the purposes of promoting managerial effectiveness and the enhancement of human performance in organizations. It is a flexible degree that builds upon prior learning and life experience. In order to be admitted to the program, adults would typically be employed in a full-time position and would have substantial work experience involving supervision, program development, specialized training, considerable responsibility, and/or independent judgment. A minimum of 21 credits from Required and/or Elective Business Courses must be taken at St. Joseph's College (MAT 151 may be applied toward this requirement).

<i>Required Business Courses</i>		<i>Credits</i>
BUS 100	Process of Management	3
MAT 151	Fundamentals of Statistics	3
BUS 130	Organizational Behavior	3
BUS 230	Human Resources Management	3
BUS 232	Labor Relations <i>or</i>	
	BUS 235 Human Resources Law	3
BUS 495	Academic Writing and Research	3
BUS 498	Capstone Research in Organizational Management	3

Elective Business Courses

(From Accounting; Management; Marketing; Economics and Finance; Business Law; business courses in Computer, and Mathematics; and GS 423 and GS 424)	12
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Additional Required Courses

COM 140	Microcomputer Applications I <i>or</i>	
	COM 141 Microcomputer Applications II	3
PHI 160	Introduction to Ethics <i>or</i>	
	PHI 268 Ethics and Business	3
GS 110	Portfolio and Career Development Seminar	3
GS 400	Adults in Transition <i>or</i>	
	GS 404 Administration and the Liberal Arts	3
GS 401	Problem Solving for Professionals	3
GS 402	Critical Thinking for Professionals	3
ENG 103	Writing for Effective Communication	3
LIB 100	Library Research Strategies	1

Liberal Arts Electives 35

Other Electives 38

Total 128

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

ORGANIZATIONAL MANAGEMENT ONLINE PROGRAM

Camille Karlson, Director

The Bachelor of Science in Organizational Management is offered in the online format within the School of Professional and Graduate Studies. This online degree program has been designed for working adults with busy or variable schedules or those who are unable to attend classes at the College.

Pursuing this degree online will afford individual students the opportunity for continuous involvement with faculty and other students, exploring topics that relate to their lives and their work, with the aim of fostering authentic learning. The program builds on prior learning and experience, while fostering self-direction and respecting individual learning styles.

In order to participate in this program, adults would typically be employed in a full time position and will have substantial work experience involving supervision, program development, specialized training, considerable responsibility, and/or independent judgment. Students who succeed in online courses are highly motivated, organized, and self-disciplined. Online learning is an active experience that requires students to make a commitment to consistent involvement in their courses. Additional information about this program can be found at www.sjcnj.edu.

Dual Bachelor of Science in Organizational Management/ Master of Business Administration

Dual-degree candidates must meet the general undergraduate and graduate admissions requirements of the School of Professional and Graduate Studies. Most candidates typically have post-secondary education and training and will have acquired, through experience, the skills and knowledge appropriate to the degree.

Undergraduates are eligible for admission to the M.B.A. program after completing 90 credits, 21 of which must be completed at St. Joseph's College. Applicants are required to complete (as part of the 90 credits), the following courses with a grade of C or better:

ACC 200	Fundamentals of Financial Accounting
BUS 100	Process of Management
BUS/ECO 120	Macroeconomics <i>or</i> BUS/ECO 226 Microeconomics
BUS 130	Organizational Behavior
COM 140	Microcomputer Applications I <i>or</i> COM 141 Microcomputer Applications II
ENG 103	Writing for Effective Communication
MAT 151	Fundamentals of Statistics

Equivalent courses from other accredited institutions will be considered. These courses include all prerequisite courses required for the graduate degree, as well as other courses deemed necessary by the department to provide students with a diversified foundation in management.

Applicants are required to have a 3.3 overall GPA and submit at least one letter of recommendation from a faculty member in his/her major, attesting to the student's readiness for graduate study. This recommendation must contain the approval of the department or associate chair.

M.B.A. applicants typically are required to have work experience involving supervision, program development, specialized training, considerable responsibility and/or independent judgment. Applicants for the B.S./M.B.A. can satisfy this requirement by completing a 3-credit internship during their junior or senior year. If an applicant's experiential qualifications fall short of the aforementioned criteria, the GMAT will be required.

Bachelor of Science in Organizational Management Curriculum

<i>Required Business Courses</i>		<i>Credits</i>
ACC 200	Fundamentals of Financial Accounting	3
BUS 100	Process of Management	3
BUS 130	Organizational Behavior	3
BUS 230	Human Resources Management	3
BUS 232	Labor Relations or BUS 235 Human Resources Law	3
BUS 495	Academic Writing and Research	3
BUS 498	Capstone Research in Organizational Management	3
BUS/ECO 120	Macroeconomics or BUS/ECO 226 Microeconomics	3
#MGT 500	Leadership and Managerial Development	3

PLUS

<i>Three of the Following Courses</i>		<i>9 Credits</i>
#MGT 510	Legal Issues in Management	
#MGT 520	Organizational Theory and Design	
#MGT 525	Marketing Concepts and Strategies	
#MGT 530	Management Information Systems	
#MGT 545	Financial Accounting and Analysis	
#MGT 550	Strategic Human Resources Management	

<i>Additional Required Courses</i>		<i>Credits</i>
COM 140	Microcomputer Applications I or COM 141 Microcomputer Applications II	3
ENG 103	Writing for Effective Communication	3
GS 110	Portfolio and Career Development Seminar	3
GS 400	Adults in Transition or GS 404 Administration and the Liberal Arts	3
GS 401	Problem Solving for Professionals	3
GS 402	Critical Thinking for Professionals	3
MAT 151	Fundamentals of Statistics	3
PHI 160	Introduction to Ethics or PHI 268 Ethics and Business	3
LIB 100	Library Research Strategies	1
<i>Liberal arts electives</i>		32
<i>Other electives (including business electives)</i>		35
<i>Undergraduate credits</i>		<i>Total 128</i>

Remaining M.B.A. Graduate Courses*Three of the Following Courses**9 Credits*

#MGT 510	Legal Issues in Management
#MGT 520	Organizational Theory and Design
#MGT 525	Marketing Concepts and Strategies
#MGT 530	Management Information Systems
#MGT 545	Financial Accounting and Analysis
#MGT 550	Strategic Human Resources Management

PLUS

#MGT 610	Statistical Applications in Research and Management	3
#MGT 655	Operations and Quality Management	3
#MGT 662	Corporate Financial Management	3
#MGT 670	Strategic Planning and Management	3
#MGT 690	Integrative Analysis in Management	3

Dual-degree credits**Total 152**

#Graduate Course

Dual Bachelor of Science in Organizational Management/ Master of Science in Management with a concentration in Human Resources Management

Dual-degree candidates must meet the general undergraduate and graduate admissions requirements of the School of Professional and Graduate Studies. Most candidates typically have post-secondary education and training and will have acquired, through experience, the skills and knowledge appropriate to the degree.

Undergraduates are eligible for admission to the M.S. in Management with a concentration in Human Resources Management program after completing 90 credits, 21 of which must be completed at St. Joseph's College. Applicants are required to complete (as part of the 90 credits), the following courses with a grade of C or better:

ACC 200	Fundamentals of Financial Accounting
BUS 100	Process of Management
BUS 130	Organizational Behavior
BUS 230	Human Resources Management
COM 140	Microcomputer Applications I <i>or</i>
	COM 141 Microcomputer Applications II
ENG 103	Writing for Effective Communication
MAT 151	Fundamentals of Statistics

Equivalent courses from other accredited institutions will be considered. These courses include all prerequisite courses required for the graduate degree, as well as other courses deemed necessary by the department to provide students with a strong foundation in human resources management.

Applicants are required to have a 3.3 overall GPA and submit at least one letter of recommendation from a faculty member in his/her major, attesting to the student's readiness for graduate study. This recommendation must contain the approval of the department or associate chair.

M.S. applicants typically are required to have work experience involving supervision, program development, specialized training, considerable responsibility and/or independent judgment. Applicants for the dual degree can satisfy this requirement by completing a 3-credit internship during their junior or senior year.

Bachelor of Science in Organizational Management Curriculum

<i>Required Business Courses</i>		<i>Credits</i>
ACC 200	Fundamentals of Financial Accounting	3
BUS 100	Process of Management	3
BUS 130	Organizational Behavior	3
BUS 230	Human Resources Management	3
BUS 232	Labor Relations <i>or</i>	
	BUS 235 Human Resources Law	3
BUS 495	Academic Writing and Research	3
BUS 498	Capstone Research in	
	Organizational Management	3
#HRM 550	Strategic Human Resources Management	3
#MGT 500	Leadership and Managerial Development	3

PLUS

Two of the Following Courses

6 Credits

#MGT 510	Legal Issues in Management
#MGT 520	Organizational Theory and Design
#MGT 525	Marketing Concepts and Strategies
#MGT 530	Management Information Systems
#MGT 545	Financial Accounting and Analysis

Additional Required Courses

Credits

COM 140	Microcomputer Applications I <i>or</i>	
	COM 141 Microcomputer Applications II	3
ENG 103	Writing for Effective Communication	3
GS 110	Portfolio and Career Development Seminar	3
GS 400	Adults in Transition <i>or</i>	
	GS 404 Administration and the Liberal Arts	3
GS 401	Problem Solving for Professionals	3
GS 402	Critical Thinking for Professionals	3
MAT 151	Fundamentals of Statistics	3
PHI 160	Introduction to Ethics <i>or</i>	
	PHI 268 Ethics and Business	3
LIB 100	Library Research Strategies	1

Liberal arts electives 35

Other electives (including business electives) 35

Undergraduate credits ***Total 128***

Remaining Master of Science in Management with a concentration in Human Resources Management Graduate Courses

#HRM 645	Staffing and Employee Development	3
#HRM 665	Employment Law	3
#HRM 685	Compensation and Benefits Management	3
#MGT 610	Statistical Analysis in	
	Research and Management	3
#MGT 690	Integrated Analysis in Management	3

Three of the Following Courses

9 Credits

#MGT 510	Legal Issues in Management
#MGT 520	Organizational Theory and Design
#MGT 525	Marketing Concepts and Strategies
#MGT 530	Management Information Systems
#MGT 545	Financial Accounting and Analysis

Dual-degree credits

Total 152

#Graduate Course

Business Course Offerings

The following courses will be offered during either the 2011-2012 or the 2012-2013 academic year—including Summer, Fall, Intersession, and/or Spring semesters/sessions/trimesters on both the Brooklyn and Long Island Campuses, unless otherwise noted. Not all of these courses will be available at night or on weekends on both campuses. Consult the Arts and Sciences Catalogue and the semestral schedule of courses for more specific information including the Long Island Campus Weekend College Trimester Program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.

BUS 100 PROCESS OF MANAGEMENT

An introduction to the business decision-making process through the study of the theory and practice of management. The manager's tasks—planning, organizing, directing and controlling—are reviewed through reading and case studies. The student is introduced to the concept of strategic planning, and in line with today's emphasis on productivity, particular attention is paid to human resources and motivation.

3 hours a week, 1 semester, 3 credits.

BUS 120 MACROECONOMICS* (ECO 120)

National economic policy; inflation and unemployment in the business cycle; output and income determination; government expenditures and receipts; fiscal policy and monetary policy; Federal Reserve System and the banking system; variations in stabilization policy; the impact of capital-labor relations.

3 hours a week, 1 semester, 3 credits.

BUS 130 ORGANIZATIONAL BEHAVIOR

An introduction to the study of management theory concerning human behavior in formal organizations. The student is given the opportunity to test theories through the analysis and discussion.

(Suggested antecedent course: BUS 100 or HA 481)

3 hours a week, 1 semester, 3 credits.

BUS 150 BUSINESS LAW I

Introduction to the legal environment of business. General survey of the legal system, courts and procedures. Study of the law of contracts, agency, partnership and corporations. The course uses the case and text method.

3 hours a week, 1 semester, 3 credits.

BUS 151 BUSINESS LAW II

A continuation of Business Law I. Personal property, bailments, sales, commercial paper, creditors' rights, real property, secured transactions and regulations of business.

Prerequisite: BUS 150

3 hours a week, 1 semester, 3 credits.

BUS 161 INTERNATIONAL ECONOMIC PROBLEMS*
(ECO 161)

Survey of current problems covering international trade, international finance, the relations between technologically advanced and less-developed nations, and various international institutions and markets for the promotion of sustainable economic growth. Focus on current issues in international economic policy.

Prerequisite: BUS/ECO 120

3 hours a week, 1 semester, 3 credits.

BUS 200 MARKETING
(MKT 200)

A study of the importance of marketing to society and to the economy, and its pivotal role in the business and non-profit sectors. The course provides a firm foundation in marketing principles and in the strategic marketing planning process.

3 hours a week, 1 semester, 3 credits.

BUS 204 MARKETING PROMOTION AND ADVERTISING
(MKT 204)

An intensive review and study of the promotion and sale of products or services. Both conceptual and applied approaches to such areas as advertising and public relations are used. The student will be required to develop a report on a promotion plan for a product or service.

(Suggested antecedent course: BUS 200)

3 hours a week, 1 semester, 3 credits.

BUS 208 PUBLIC RELATIONS
(MKT 208)

The study of Public Relations and its role as a communications and marketing tool. Corporate image, external and internal communications, and firms' relationships with various organizations are explored. Case study analysis and practice in writing press releases and other corporate communications are expected.

Prerequisite: Suggested antecedent course: BUS 200

3 hours a week, 1 semester, 3 credits.

BUS 210 CONSUMER MOTIVATION AND BEHAVIOR
(MKT 310)

The examination of consumer motivation and behavior employing the disciplines of Anthropology, Psychology and Sociology. Freud, Skinner, and Maslow's theories are utilized. The purpose of the course is to enable the student to understand what motivates the consumer to buy and why.

(Suggested antecedent course: BUS 200)

3 hours a week, 1 semester, 3 credits.

BUS 214 SALES MANAGEMENT
(MKT 214)

The importance of managing the creative selling function including tele-marketing missionary sales, prospecting and qualifying prospects, territory management, role ambiguity, evaluating of sales performance, the establishment of standards, and motivating a sales force.

Prerequisite: BUS 200

3 hours a week, 1 semester, 3 credits. Not offered in Brooklyn.

BUS 219 PRINCIPLES OF FINANCE

A survey of the role of finance in business management. Major areas of study include an examination of financial markets, financial organization of business entities, analysis of budgets, credit, equity, and debt financing, cash flow requirements, break-even analysis, the use of corporate securities in capitalization and asset management.

Prerequisites: BUS 100, ACC 200 or ACC 211, MAT 200

3 hours a week, 1 semester, 3 credits.

BUS 221 LABOR ECONOMICS*
(ECO 221)

A study of the political economy of labor market demand and supply, the labor process and the philosophic foundations of various theories of labor. The course surveys the historical and current problems of labor organization and unions as well as the impact of race, gender and class on labor and income distribution.

Prerequisite: BUS (ECO) 226

3 hours a week, 1 semester, 3 credits.

BUS 222 STATISTICS
(ECO 222)

Collection and tabulation of statistical data. Sampling. Probability. Binomial distribution and the use of the normal curve.

Prerequisite: MAT 111 or MAT 113 or MAT 200

3 hours a week, 1 semester, 3 credits.

BUS 223 MONEY AND BANKING*
(ECO 223)

The roles of money and credit, financial markets and institutions, and central banking in the U.S. economy. The banking system and its relationship with the Federal Reserve System, as well as international banking issues and problems, will also be analyzed and explored.

Prerequisite: BUS (ECO) 120

3 hours a week, 1 semester, 3 credits.

BUS 226 MICROECONOMICS*
(ECO 226)

Marginal analysis of demand and supply, the individual firm, and market microstructure. Consumer behavior and producer behavior. Alternative models of price determination and profit maximization. The relation between input and output markets

Prerequisite: BUS (ECO) 120

3 hours a week, 1 semester, 3 credits.

BUS 230 HUMAN RESOURCES MANAGEMENT
(HA 230)

A review of the theory of the effective management of human resources. The students examine employer-employee relations in such areas as equal employment opportunity practices, training and evaluation methods, compensation and reward or motivational programs, legal and regulatory requirements and the role of collective bargaining. The course utilizes the case method supplemented with an assigned text.

(Suggested antecedent course: BUS 100 or HA 481)

3 hours a week, 1 semester, 3 credits.

BUS 232 LABOR RELATIONS

A study of organized labor and its impact on the firm's management and business strategy. Active student participation is expected in the discussion of the collective bargaining process and the issues arising from the creation and administration of the collective bargaining agreement. The rights of management in directing the workforce versus the rights of employees as expressed in the contract are explored. Selected cases involving such issues as technological change, job assignments, wage structure, grievance procedure, production standards, and the role of the arbitrator will be utilized.

Prerequisite: BUS (HA) 230

3 hours a week, 1 semester, 3 credits.

BUS 235 HUMAN RESOURCES LAW
(Formerly BUS/HA152)

A study of the legal concepts affecting the employer-employee relationship within organizations. Federal and State statutes/regulations and judicial decisions will be explored as they relate to the following: recruiting, hiring, and placement; compensation; training, promotion, and transfer; discipline and termination; affirmative action; retirement and benefits; performance appraisal; discrimination; safety and health; and unions and collective bargaining.

Prerequisite: BUS (HA) 230

3 hours a week, 1 semester, 3 credits.

BUS 261 BUSINESS AND THE ENVIRONMENT

Environmental issues are essential to decision-making in business. These issues are examined in light of their impact on various businesses and conversely the impact that business decisions have on the environment. Among the topics examined include economic and demographic forces, financial concerns of businesses, legal and political issues, consumption and sustainability.

3 hours a week, 1 semester, 3 credits.

BUS 275 BUSINESS IN A GLOBAL ENVIRONMENT

(Formerly International Business)

This course presents students with a global view of contemporary business. Techniques used by businesses to engage in international commerce are studied in conjunction with the cultural, social, economic, geographic, and political factors which affect the success of international business activities. Specific topics of study include international trade theories, global economic associations, the foreign exchange market, importing, exporting, global production systems, international marketing, and the assessment of the potential of specific international markets.

Prerequisites: BUS (ECO) 120 and BUS (MKT) 200

3 hours a week, 1 semester, 3 credits.

BUS 280 PRINCIPLES OF INSURANCE

Principles of insurance in property, liability, life and health care. Topics covered include risk management and insurance concepts, marketing, underwriting of insurance policies as well as industry structure and regulatory environment.

Prerequisites: BUS 150, BUS 151

3 hours a week, 1 semester, 3 credits.

BUS 284 BUSINESS IN CYBERSPACE

This course explores all of the aspects of electronic/internet commerce. The field is evolving rapidly, and students read the latest materials. However, the main approach of the course is experiential. Students do hands-on exercises and explorations that develop their appreciation for the present electronic commerce environment, and also for what is likely to happen in the future.

Prerequisites: BUS (MKT) 200, COM 140

3 hours a week, 1 semester, 3 credits.

BUS 285 PRINCIPLES OF ENTREPRENEURSHIP

A course that examines how entrepreneurs search for innovative opportunities both within an organization and as a new enterprise. The student will utilize existing knowledge, and gain an understanding of the protocols and mechanisms needed to bring a product or service to market. Writing a business plan is an integral part of the course.

Prerequisites: BUS (MKT) 200, BUS 219 or ACC 242, BUS 150

3 hours a week, 1 semester, 3 credits. Not offered regularly.

BUS 302 RETAIL MANAGEMENT (MKT 302)

A study of the marketing of goods and services to the final customer. Topics include the structure of contemporary American retailing assortment planning, inventory control, customer service, price, promotion and location strategies, international retailing, and the interrelationship of retailing, society, and the economy.

(Suggested antecedent course: BUS 200, MAT 200)

3 hours a week, 1 semester, 3 credits.

BUS 315 PRINCIPLES OF INVESTMENTS

An examination of various facets of investment management. Topics studied include the analysis of equity and debt securities, portfolio construction and management for varying objectives, mutual funds, performance measurement, the functioning of the securities markets, and socially responsible investing.

Prerequisites: BUS (ECO) 120, BUS 219 or ACC 213

3 hours a week, 1 semester, 3 credits.

BUS 324 ADVANCED MANAGERIAL FINANCE (Formerly BUS 224)

This course examines in detail the cost of capital, leverage, dividend policy, management of working capital, long term financing and expansion or failure of corporations.

Prerequisite: BUS 219 and MAT 200

3 hours a week, 1 semester, 3 credits. (Patchogue as needed).

BUS 326 INTERNATIONAL FINANCE

Various aspects of international finance are examined. Topics studied include capital flows, foreign exchange markets, international money markets, management of global portfolios, the raising of capital by both corporations and governments, and governmental policies that affect the international money and capital markets.

Prerequisites: BUS (ECO) 120, BUS 219 or ACC 213

3 hours a week, 1 semester, 3 credits.

BUS 362 INTERNSHIP IN BUSINESS

A course designed to give an Organizational Management major the opportunity to experience a formal business environment as an application of the principles studied in the various business disciplines. A member of the Organizational Management faculty will plan the program with the student, supervise its implementation and relate to the representative of the business firm acting as liaison.

Prerequisite: Student must be a junior or senior Organizational Management major with an average of 2.7 or higher. Permission of the department chairperson is required. Internship will be offered upon request.

2–6 credits maximum.

BUS 370 ADVANCED HUMAN RESOURCES MANAGEMENT

This course is designed to analyze and explore current issues of significance related to the utilization and development of personnel. Students will be directed to undertake case studies on selected topics from the following areas: planning and staffing, performance appraisal and evaluation, training and development, labor relations and personnel law, and quality of worklife. Where appropriate, cases and investigations will be regionally based.

Prerequisites: BUS 230 and BUS 235

3 hours a week, 1 semester, 3 credits.

BUS 471 RESEARCH SEMINAR IN ORGANIZATIONAL MANAGEMENT*

A capstone research course for students pursuing the Organizational Management major, it is designed to permit students to do an investigation into an area of their interest. Students are expected to employ research methodologies in the preparation of a paper appropriate to their major.

For students pursuing degrees in Organizational Management or in General Studies with Management or Human Resources Certificates.

Prerequisites: BUS 100, MAT 151, ENG 103

3 hours a week, 1 semester, 3 credits. (Patchogue—this course will be discontinued after Spring 2012. Brooklyn—this course will be discontinued after Spring 2011.)

BUS 495 ACADEMIC WRITING AND RESEARCH* (CHA 495)

This course will focus on those skills required for scholarly writing in the fields of Health Administration, Human Services, and Management. In addition to reviewing documentation and citation styles, accessing peer-reviewed journals using electronic databases, and knowing how to avoid plagiarism, this course will guide students through the style and structure of professional research writing. First, students will become familiar with the scholarly style of journal articles and will develop the ability to extract relevant information from those articles. Then, students will practice skills of narrowing the subject field, creating an annotated bibliography, writing a literature review, and creating a research question, all in preparation for their Capstone Research Seminar.

Prerequisite: ENG 103

3 hours a week, 1 semester, 3 credits.

BUS 498 CAPSTONE RESEARCH IN ORGANIZATIONAL MANAGEMENT* (CHS/HA 498)

The second part of a two-part capstone research course for students in the majors of Community Health and Human Services, Health Administration, and Organizational Management, is designed to teach students about the research methodologies that can be applied to the investigation of a research study of an individualized area of interest. Students will select an appropriate research methodology and design and will apply it to the research topic selected during the earlier course, CHA/BUS 495. The final project will be an academic paper reporting on an original research topic investigated by the student.

Prerequisites: MAT 151 and BUS 495

3 hours a week, 1 semester, 3 credits.

Additional Course Offerings

In addition to the courses listed below, the School of Arts and Sciences offers an array of liberal arts and other courses. For these, consult the Arts and Sciences Catalogue.

The following courses will be offered during either the 2011–2012 or the 2012–2013 academic year—including Summer, Fall, Intersession, and/or Spring semesters/sessions/trimesters on both the Brooklyn and Long Island Campuses, unless otherwise noted. Not all of these courses will be available at night or on weekends on both campuses. Consult the Arts and Sciences catalogue and the semestral schedule of courses for more specific information, including the Long Island Campus Weekend College Trimester Program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.

ART 103 ART AND ARCHITECTURE IN WESTERN EUROPE*

An intensive field trip experience in which students will visit, study and experience the architecture, sculpture and painting of Europe. Guided tours and lectures by St. Joseph's faculty along with native guides will offer students a complete aesthetic experience. Slide and lecture presentations on campus, given during the Spring semester, will precede the trip. A final daily log of travel experiences and museum visits will be submitted for evaluation. The research paper is due one month after the completion of the tour.

12 hours on campus, tour 10 days. May be taken for 2-3 credits.

ART 163 CRAFTS AS AN ART FORM I*

An introduction to craft techniques that encourage creative expression as well as an understanding of the cultural history behind the forms. A variety of media may be used including clay, mosaic, enamel, textile, glass, and/or wood.

3 hours a week with additional studio time, 1 semester, 3 credits. This course may be taken for 2 credits with permission.

ART 173 PHOTOGRAPHY (FORMERLY PHOTOGRAPHY WITHOUT A DARKROOM*)

An exploration of photography that concentrates on making good photographs, emphasizing composition and content. Traditional 35mm film cameras with laboratory processing. Simple studio lighting and portrait photography. Digital photography with PhotoShop manipulation. Alternative techniques: pinholes, photo illustrations, sun prints photographs.

3 hours a week with additional studio time, 1 semester, 3 credits. Fee \$100. This course may be taken for 2 credits with permission. (Not offered in Patchogue.)

ART 183 DRAWING I*

An introduction to the skills and creative possibilities of drawing. This course is designed to enable the students to discover and develop their own unique styles and expressive qualities. Group discussion and analysis develops a critical awareness of the work of others as well as their own.

3 hours a week with additional studio time, 1 semester, 3 credits. Fee \$85. This course may be taken for 2 credits with permission.

ART 184 PAINTING I*

Varied techniques, materials and approaches to painting are explored to develop and expand the students' capabilities and modes of expression.

3 hours a week with additional studio time, 1 semester, 3 credits. Fee \$100. This course may be taken for 2 credits with permission.

ART 185 ART AS COMMUNICATION*

An introduction to the fine and functional arts. Analysis of how the painter, sculptor and architect use art elements and materials as a means of expression and communication. Discussion of the relationship of art to human needs and the role of art in daily life: the community, school, home and religion. Studio projects and illustrated lectures.

3 hours a week, 1 semester, 3 credits. Fee \$70. (Not offered in Brooklyn.)

ART 186 CERAMICS I*

A basic course in methods of working with clay including firing and glazing techniques. Emphasis will be given to the development of good structural form and decorative design.

3 hours a week, 1 semester, 3 credits. Fee \$85. (Not offered in Patchogue.)

ART 263 CRAFTS AS AN ART FORM II*

A more advanced exploration of one or more crafts in which the student pursues an individual, indepth and personal approach to the craft form.

Prerequisite: ART 163 or departmental approval.

3 hours a week with additional studio time, 1 semester, 3 credits. Fee \$85.

ART 267 COMPUTER ASSISTED GRAPHIC DESIGN WORKSHOP*

A basic course with individual projects to suit career needs. Preparation for exhibitions, planning publicity, advertising brochures and posters. Students will use the computer and laser printer in the production of their campaigns.

Prerequisite: COM 140 or Dean's approval.

3 hours a week with additional studio time, 1 semester, 3 credits. Fee \$50.

BIO 225 FORENSIC BIOSCIENCE*

The course covers the function of the forensic bioscience laboratory and its relation to successful criminal investigation. Topics include crime scene processing, investigative techniques, current forensic technology and related topics. Upon completion, students will be able to identify and collect relevant evidence at simulated crime scenes, and request appropriate laboratory analysis of submitted evidence.

Prerequisite: Departmental permission

3 hours lecture, 3 hours laboratory a week, 1 semester, 4 credits.

Lab fee \$60.

CHE 125 TOPICS IN FORENSIC SCIENCE*

Forensic science is a significant element in the process of solving crimes. Careful analysis of material at or from the crime scene requires knowledge of various sciences, and chemistry is integral to most investigations. A non-science major will find the application of chemical principles to the characteristics of soil, fiber, paint, body fluids, explosives, fingerprints, drugs, and other forensic evidence of contemporary importance.

2 lecture hours, 2 lab hours per week, 1 semester, 3 credits.

(Brooklyn—Offered when there is sufficient student demand.)

Lab fee \$60.

DAN 101 TECHNIQUE AND SOURCES OF MODERN DANCE I*

A comprehensive course designed to provide students with an understanding of both the physical and creative aspects of dance. Emphasis on movement training in modern dance techniques. An introduction to dance as an art form: history and criticism, elements of choreography, the relationship of dance to other arts. No previous dance experience required.

3 hours a week, 1 semester, 3 credits.

DAN 103 DANCE THROUGH THE AGES*

An overview of the historical and social aspects of dance from early ballet to the present day. Various forms of dance will be performed. In addition, the development of dance as an art form will be studied through dancing, literature, film, and video. Previous dance experience not required.

3 hours a week, 1 semester, 3 credits. Not offered in Patchogue.

EDU 180 SELF EXPLORATION AND CAREER SEARCH I

An interdisciplinary approach to expanding the knowledge of oneself in relation to the choice of a career. Sources of information include the evaluation of one's values, skills, aptitudes and abilities and how they pertain to a future profession.

(Not to be taken by students who have or will be taking GS 110.)

1 hour a week, 1 semester, 1 credit.

EDU 181 CAREER SEARCH II

An interdisciplinary approach to career possibilities and the skills needed to secure employment in today's market. Resume preparation, professional correspondence, the application process and interviewing skills are included.

(Not to be taken by students who have or will be taking GS 110.)

1 hour a week, 1 semester, 1 credit.

ENG 102 BASIC WRITING SKILLS*

Geared to the needs of the professional, this course is an introduction to the basic principles of effective writing. Special attention is given to spelling, punctuation, tenses, cases, agreement, subordination, categorization, and modification. Idiomatic expression, vocabulary development, dictionary skills, sentence structure, and paragraph construction are stressed. Competence in all these areas is required.

3 hours a week, 1 semester, 3 credits. Not offered in Patchogue.

ENG 102L

Based on the result of an applicant's writing sample, certain candidates will be required to take a three-hour weekly lab in addition to ENG 102 Basic Writing Skills.

No grade/0 credit. Not offered in Patchogue

ENG 103 WRITING FOR EFFECTIVE COMMUNICATION*

Analysis and application of the principles of effective writing. Skill development in the performance of various writing tasks. Research techniques also implemented.

(To be completed within first 18 credits of program.)

3 hours a week, 1 semester, 3 credits.

ENG 109 ANALYTICAL WRITING*

Emphasis on increasing student skill in the use of logical progression, clarity, analysis, and illustration in writing. Attention to grammar, sentence and paragraph structures, punctuation, and usage as a backdrop to effective exposition, argumentation, and editing of written material.

3 hours a week, 1 semester, 3 credits.

ENG 110 COMMUNICATION FOR PROFESSIONALS*

This course is designed to provide students with communication theories and proficiencies needed in professional organizations. Students will study the structural principles of this type of communication and its specialized writing techniques and formats, strengthen critical and editing skills, polish grammar and vocabulary, examine verbal and non-verbal communication modes, develop expertise in speaking and listening effectively.

3 hours a week, 1 semester, 3 credits.

ENG 115 THE SHORT STORY*

Definition, characteristics, developmental history, and stylistic trends of the short story as a literary form in different cultural traditions. Reading and interpretation of representative modern short stories both in English and in translation.

3 hours a week, 1 semester, 3 credits.

ENG 119 A RAINBOW OF VOICES*

This course explores the ethnic richness which characterizes American literary history. Emphasis is placed on African-American, Native-American, and Asian-American literature, as well as on the Chicano and Puerto-Rican contributions to this complex and yet closely woven tapestry.

3 hours a week, 1 semester, 3 credits.

ENG 256 THE BIBLE AS LITERATURE*

A study of the historical development of the Bible; literary analysis of selections from the Old Testament with emphasis on poetic and narrative elements.

3 hours a week, 1 semester, 3 credits.

ENG 261 AFRICAN-AMERICAN LITERATURE*

A study of the contributions of the African-American community to the literature of the United States. The course will include folktales, the lyrics of spirituals, gospel and jazz compositions, slave narratives, works from the Harlem Renaissance and works of major writers such as Frederick Douglass, Harriet Jacobs, Langston Hughes, Zora Neale Hurston, Ralph Ellison, James Baldwin, Toni Morrison, Alice Walker.

3 hours a week, 1 semester, 3 credits.

GS 090 WRITING SOLUTIONS

This non-credit program has been designed for those applicants whose skills on the writing sample fall below the basic level. These students meet with a writing instructor for a three-hour session twice each week for one semester, with the focus on fundamental writing instruction.

No grade/0 credit.

GS 110 PORTFOLIO AND CAREER DEVELOPMENT SEMINAR

A course designed to facilitate the assessment of prior learning for the purpose of composing and constructing an experiential portfolio. The assessment process consists of individualized exercises designed to help the student identify acquired skills and competencies and culminates in relating these to coursework as well as to career goals. Emphasis is placed on career planning, exploration, and development. This course is required of all students seeking prior experiential learning assessment credit. Students must take the GS 110 Portfolio and Career Development Seminar before their last semester. In order to register for the Seminar, students must be fully matriculated, have earned 36 credits toward their program at St. Joseph's or elsewhere, have attained a 2.5 index, have met with a P.E.L.A. advisor, and have obtained the advisor's written approval. (See campus based registration procedures for application deadlines). The P.E.L.A. Coordinator reserves the right to limit students' programs during the semester in which the students are enrolled in the Seminar.

Prerequisite: ENG 103, approval of P.E.L.A. coordinator.

3 hours a week, 1 semester, 3 credits. Pass/No Credit.

GS 260 DIVERSITY AND SENSITIVITY IN THE WORKPLACE*

This course is designed to explore the various unique differences among individuals and groups in our society and in the workplace; so that we will become culturally aware and respectful of these human differences. The students will learn how to identify personal prejudice and misinformation, enhance individual ability to effect change on the personal, interpersonal and cultural level and develop analytical and problem solving skills to understand and to deal constructively with problems that arise from cultural diversity or other types of differences. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

GS 261 DISABILITIES IN SOCIETY AND THE WORKPLACE*

This course explores the treatment of individuals with disabilities throughout history. It examines the attitudes, perceptions and emotional reactions toward disabilities, and how these may contribute toward marginalizing this population. It looks at the development of educational and employment rights, and reviews how technological adaptations have reduced barriers to full integration into society. Students may not earn more than 5 credits by taking CHA or GS one credit courses. Three one-credit options are not equivalent to a three credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

GS 400 ADULTS IN TRANSITION*

Designed for adults, this seminar has two interrelated goals: 1) to provide the opportunity for self-exploration and understanding, and 2) to support the development of a life, career, and educational plan. Selected readings and exercises will focus on adult issues such as adult development through the life cycle, transitions, career exploration and development, life pattern differences between men and women, values, and the creation of meaningful, realistic personal goals.

3 hours a week, 1 semester, 3 credits. Pass/No Credit.

GS 401 PROBLEM SOLVING FOR PROFESSIONALS*

This course focuses on the methodology of problem solving. Emphasis is placed on the application of various problem-solving models to life experience problems as well as to professional problems. Students will be asked to contribute problems from their own experience for analysis.

3 hours a week, 1 semester, 3 credits.

GS 402 CRITICAL THINKING FOR PROFESSIONALS*

The goal of this course is to teach students the analytical skills necessary for the assessment and evaluation of arguments, reports, newspaper articles, and editorials as well as the application of these skills to the decision-making process attending their professional activities.

3 hours a week, 1 semester, 3 credits.

GS 404 ADMINISTRATION AND THE LIBERAL ARTS* (HA 404)

This course, designed for management and health administration majors, focuses on the relationship between the liberal arts and the issues related to administration. With perspectives provided by the social sciences and the arts and humanities, this course explores the rise of the management dynamic; the growth of technology and industrial power; administrative styles; the effect of corporate and organizational life on the individual and society; the conflict between power and responsibility.

(Suggested antecedent course: BUS 100 or HA 481)

3 hours a week, 1 semester, 3 credits.

GS 406 COMMUNITY SERVICE-LEARNING*

This course is designed to provide students with the opportunity to engage in academic community service while reflecting on their experiences. Students will explore service-learning theory and civic engagement through class discussion and online forums. Together, the class will learn the processes of social change, community empowerment, and intervention strategies to remedy relevant social justice issues. An important focus of the course is on improving cultural sensitivity and fostering socioeconomic understanding. Current topics will be presented and analyzed in the context of service-learning.

3 hours a week, 1 semester, 3 credits.

GS 423 PRINCIPLES OF TRAINING AND STAFF DEVELOPMENT (CHA 423)

This course provides a survey of the methods used in the training and career development of employees in the service of individual and organizational effectiveness. Central to the course is its focus on planning, designing, and implementing an overall training and development effort for an organization.

3 hours a week, 1 semester, 3 credits.

GS 424 TRAINING AND DEVELOPMENT TECHNIQUES (CHA 424)

This course focuses on conducting a specific training and development program, including developing a needs analysis, creating program objectives, selecting an appropriate teaching methodology, identifying instructional aids, and developing an evaluation instrument.

3 hours a week, 1 semester, 3 credits.

GS 427 SPECIAL TOPICS

This course provides students with the opportunity to participate in a focused exploration of a current topic pertaining to their field. Students may not earn more than 5 credits by taking CHA 426 or GS 427. Three one-credit options are not equivalent to a three-credit course, and cannot be applied to the requirement of major electives.

1 hour a week, 1 semester, 1 credit.

GS 468 PRACTICUM IN TRAINING AND STAFF DEVELOPMENT (CHA 468)

A supervised internship in training and staff development is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Prerequisites: Required courses for the Certificate in Training and Staff Development.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

HIS 229 THE AFRICAN-AMERICAN EXPERIENCE*

A study of the major events and people; and the social, economic, political, and cultural trends that have shaped the African-American experience since 1619.

3 hours a week, 1 semester, 3 credits.

HIS 276 HISTORY OF NEW YORK: STATE AND CITY*

An analysis of the history of New York from its Dutch beginnings to the present day. In addition to the study of particular events, issues and individuals of importance to the State's history, the emergence of New York City as a commercial, cosmopolitan center will be examined within the context of the region's overall development.

3 hours a week, 1 semester, 3 credits.

HIS 335 AMERICAN CIVIL WAR AND RECONSTRUCTION*

An examination of why the crisis occurred when it did, of the main actors in the tragedy, and of the short and long range consequences of the War between the States.

3 hours a week, 1 semester, 3 credits.

LIB 100 LIBRARY RESEARCH STRATEGIES*

This course instructs students on how to locate and evaluate information to meet their academic needs and to use the information accurately and ethically. Students will develop proficiency in searching techniques, paraphrasing and proper citation.

3 hours a week, 5 sessions, 1 credit.

MAT 111 COLLEGE ALGEBRA*

Properties of numbers and expressions; linear and quadratic equations; systems of equations; exponents and logarithms; functions; linear, quadratic, polynomial, exponential and logarithmic.

Not open to students who have completed MAT 113 or students with credit for any 200 level math course.

3 hours a week, 1 semester, 3 credits.

MAT 113 ELEMENTARY FUNCTIONS: PRECALCULUS*

Introduction to the concept of functions: their graphs, elementary properties, geometric transformations, inverses and algebra of functions. Introduction to the elementary functions and their properties: linear, polynomial, rational, exponential, logarithmic and trigonometric functions. Designed for those who intend to go on to a calculus course.

Prerequisite: 11th year mathematics or equivalent.

Not available to students with credit for any 200 level math course.

Students will not receive credit for both MAT 111 and MAT 113.

3 hours a week, 1 semester, 3 credits.

MAT 151 FUNDAMENTALS OF STATISTICS*

An introduction to statistics, including probability, sampling distributions, correlations, predictions, and hypothesis testing.

Prerequisite: COM 140 or 141 or equivalent.

3 hours a week, 1 semester, 3 credits.

MAT 200 MATHEMATICS FOR BUSINESS AND ECONOMICS*

This course includes the study of matrices, linear programming, the simplex method and the mathematics of finance. Basic business applications of precalculus mathematics will be discussed.

Prerequisite: MAT 111.

3 hours a week, 1 semester, 3 credits.

MAT 203 MATHEMATICAL FOUNDATIONS OF COMPUTER SCIENCE*

The emphasis will be on algorithmic problem solving and discrete mathematical concepts including logic, sets, Boolean algebra, relations, functions, induction and recursion, counting principles and combinatorics, graphs and trees. Use of the computer as a problem-solving tool will be integrated with the theory. Fundamental algorithms including sorting, searching, and tree traversal will be introduced.

Prerequisite: MAT 113 or equivalent.

4 hours a week, 1 semester, 4 credits.

MUS 100 THE UNDERSTANDING AND ENJOYMENT OF MUSIC*

This is a course in active listening through a survey of musical compositions from ancient times to present. Illustrative media, required attendance at one concert.

3 hours a week, 1 semester, 3 credits.

MUS 205 JAZZ*

The phenomenon of jazz resounds far deeper than the music itself. It is a true manifestation of American ideals: democracy in action, freedom of choice through improvisation, and a national identity in music for African Americans. Class discussions of the lives of jazz performers and repertoire will be presented in their social and historical context. Illustrative media, required attendance at one concert.

3 hours a week, 1 semester, 3 credits. Spring 2011

MUS 211 DEVELOPMENT OF MUSIC IN MOTION PICTURES*

This course examines film from the musical perspective: how music can enhance the desired effect of corresponding drama and images. A variety of films will be analyzed from the classics of accomplished directors to popular films of today. Historical and other relevant background of selected music will be discussed. Through contrast and comparison, students will develop a greater understanding of how music is used in motion pictures and how this ultimately influences and shapes our perception of culture in the past, present, and future.

3 hours a week, 1 semester, 3 credits. Fall

MUS 212 LATIN AMERICAN MUSIC*

This course is an introduction to Latin American music. Including the music of Cuba, Brazil, and Argentina, Latin American Music intends to provide the students with a closer perspective on the genre. Topics will include a discussion of instrumental music, translations of vocal text, as well as a focus on the percussive elements. Concerning the latter, a large part of the class will be spent introducing students to the principal elements of playing Latin percussion. They will be expected to play these instruments in class as an attempt to experience music rather than only observe it.

3 hours a week, 1 semester, 3 credits.

MUS 213 DEVELOPMENT OF MUSIC IN MOTION PICTURES II*

Featuring a special emphasis on recently released films and music scores, this course continues to examine film from the musical perspective: how music can enhance the desired effect of corresponding drama and images, and how this ultimately influences and shapes our perception of culture. Historical traditions and other relevant background of selected music will be discussed.

3 hours a week, 1 semester, 3 credits.

PHI 160 INTRODUCTION TO ETHICS*

What are the sources of morality? What makes an action right or wrong? What constitutes "the good life?" This course will explore these questions and examine related issues such as absolutism vs. relativism, objectivism vs. subjectivism, rules vs. outcomes. General theories will be applied to specific ethical dilemmas through discussion.

3 hours a week, 1 semester, 3 credits.

PHI 268 ETHICS AND BUSINESS*

This course will examine the relation between ethical theory and business decisions, practices, and policies. The meaning of ethics will be discussed, and differences between morally right and other criteria of right action will be explored. Theory analysis and case studies will enable the student to make informed and intelligent value judgments concerning such issues as truth in advertising, affirmative action, profit motive, pollution, rights and responsibilities of workers.

3 hours a week, 1 semester, 3 credits.

POL 203 POLITICAL AND CIVIL RIGHTS*

A study of the nature and practice of political and civil rights, with an emphasis placed upon the study of contemporary controversies, such as hate speech, separation of church and state, and the rights of the accused. Special attention will be paid to the interaction of political and judicial processes.

3 hours a week, 1 semester, 3 credits.

POL 280 CONSTITUTIONAL LAW*

A study of the origin, theory and interpretation of the United States Constitution. Emphasis will be placed upon controversies surrounding the separation of powers, federalism and economic liberties.

Prerequisite: POL 102 or POL 103 or POL 203

3 hours a week, 1 semester, 3 credits.

PSY 100 INTRODUCTION TO PSYCHOLOGY*

A broad introduction to the methodology, concepts and major content areas of psychology designed to provide the student with a scientific basis for understanding human behavior.

3 hours a week, 1 semester, 3 credits.

PSY 150 GROUP DYNAMICS AND COMMUNICATION* (CHS150)

A theoretical introduction to small group processes, with an emphasis on the relationship between groups and the individual, and the communication process. Students participate in small group exercises as part of the course requirements.

3 hours a week, 1 semester, 3 credits.

PSY 180 PSYCHOLOGY OF WOMEN*

Examination of the biological, social and cultural influence on the psychological development of women. Focus on the vital issues which modern women face daily in a rapidly changing world.

3 hours a week, 1 semester, 3 credits.

PSY 261 PSYCHOLOGY OF PERSONALITY*

A survey of the major contemporary theories of personality and the important applications associated with each theoretical approach.

Prerequisite: PSY 100

3 hours a week, 1 semester, 3 credits.

PSY 271 ABNORMAL PSYCHOLOGY*

An examination of the diagnostic classifications of abnormalcy with an emphasis on causation and treatment.

Prerequisite: PSY 100

3 hours a week, 1 semester, 3 credits.

PSY 290 FORENSIC PSYCHOLOGY*

An examination of the application of psychology to the legal system including mental health law, the rights of special groups, domestic violence and child abuse, child custody, sexual harassment and abuse, assessing competency and insanity, psychological damage, psychological autopsy, jury selection and behavior, eyewitness testimony, polygraphs, and mental health professionals as expert witnesses.

Prerequisite: PSY 100

3 hours a week, 1 semester, 3 credits. Offered at department's discretion.

RS 151 CONTEMPORARY APPROACHES TO MORALITY*

A survey of the principal trends in moral theology, tracing these trends from their biblical roots to the new insights of modern scholars.

3 hours a week, 1 semester, 3 credits.

RS 168 THE SACRED QUEST - A STUDY OF WORLD RELIGIONS*

The religions of the world provide a great record of humanity's quest for the sacred in thought, ritual and artistic expression. From the earliest times of pre-history down to the present day, people have expressed their deepest convictions about the universe, about the great issues of life, and about the sacred in worship and in creed. This course will attempt to study some of the varied expressions of humanity's religious impulse through the various religious traditions that have developed in different cultures at different times.

3 hours a week, 1 semester, 3 credits.

SOC 100 INTRODUCTORY SOCIOLOGY*

An introduction to sociology through a study of the basic concepts used in sociological analysis, particularly culture, types of social groups, processes of interaction, social class, population traits and trends.

3 hours a week, 1 semester, 3 credits.

SOC 136 SOCIAL PROBLEMS*

An introduction to sociology through an examination of what society considers to be social problems with a view toward showing how society produces these phenomena and to what extent they are solvable. Areas include: crime, mental illness, drug abuse, alcoholism, other forms of deviance, poverty, racism, conflicts over power.

3 hours a week, 1 semester, 3 credits.

SOC 237 INEQUALITY AND SOCIAL CLASS*

Topics include: the values, lifestyles and ideologies of the various classes; the relationship of the classes to economic, political and educational institutions; changes in the class structure.

Prerequisite: SOC 100 or SOC 136

3 hours a week, 1 semester, 3 credits.

SOC 243 CRIMINOLOGY*

An examination of sociological concepts, theories, and perspectives regarding the study of crime. Topics include: the amounts and trends of crime; theoretical explanations; policies of crime control.

Prerequisite: SOC 100 or SOC 136

3 hours a week, 1 semester, 3 credits.

SOC 247 HISPANIC CULTURE AND COMMUNITY*

An examination of the social development and functioning of the Hispanic community. Pertinent sociological themes for discussion include immigration, religion, politics, cultural development, the media, and the family. Special emphasis will be given to the Hispanic communities of the New York area.

Prerequisite: SOC 100 or SOC 136

3 hours a week, 1 semester, 3 credits.

SOC 249 RACE AND ETHNICITY*

An examination of race and ethnic relations in American society, including assimilation, pluralism, minority status, group tensions, and the dynamics of prejudice, discrimination, racism and immigration. The social construction of race is studied in the context of American race and ethnic relations. The experience of historic and contemporary ethnic groups throughout the country, with emphasis on New York, will be explored.

Prerequisite: SOC 100 or SOC 136

3 hours a week, 1 semester, 3 credits.

SOC 310 THE CIVIL RIGHTS MOVEMENT*

An in-depth study of the movement for civil rights from its origins to the present. The struggle for African American freedom and justice is presented in the context of local and national organizations. Discussion topics include the formation of the NAACP, the *Brown* decision and school integration, the Montgomery bus boycott, voter registration, Freedom Summer, black power, student activism and woman activists.

Prerequisite: SOC 100 or SOC 136

3 hours a week, 1 semester, 3 credits.

SOC 347 SOCIOLOGICAL THEORY*

The development and continuities of theoretical concepts and orientations in sociology against the intellectual and social backgrounds of their times. Differing schools of thought and representative works.

Prerequisite: 15 Social Science credits or departmental approval
3 hours a week, 1 semester, 3 credits.

SPN 161 SPANISH FOR HEALTH PROFESSIONALS*

A basic course which helps students develop conversational skills in Spanish while enabling them to utilize such skills in medical situations. It integrates grammar and structure with medical/technical vocabulary. Practical application of grammar and medical vocabulary is made possible by means of dialogues, mini-conversations, cued situations and role playing activities. Written skills and reading comprehension skills are also developed. (This course assumes no previous knowledge of the language.)

3 hours a week, 1 semester, 3 credits.

SPC 102 SPEECH COMMUNICATION*

A study of the speech communication process—its basic theories and principles and their application in guided speech experiences, including public speaking and group discussion.

3 hours a week, 1 semester, 3 credits.

SPC 115 VOICE AND DICTION*

Designed for the acquisition of improved pronunciation and articulation. Correct inflection patterns, semantic choices, and vocal projection are studied and practiced.

This course may not be offered for the Core Curriculum.

Prerequisite: SPC 102 or advisor's approval.

3 hours a week, 1 semester, 3 credits.

SPC 130 INTRODUCTION TO THE THEATRE*

A study of the origins of theatre; an examination of the elements of theatre and its relationship to life; student participation in theatre experiences.

Prerequisite: SPC 102

3 hours a week, 1 semester, 3 credits.

ADDITIONAL PROGRAMS

BACHELOR OF SCIENCE IN GENERAL STUDIES

The Bachelor of Science in General Studies offers adults with nontraditional academic backgrounds, as well as those who have had previous college coursework, an opportunity to attain a bachelor's degree through a flexible course of study.

Personalized advisement is the key to this approach. With the assistance and guidance of a trained advisor, students design a program around their strengths, experiences, and aspirations, drawing from the various courses of the College. Many adults pursuing a career change appreciate the flexibility of this degree and continue on to pursue graduate degree programs. Of the 128 credits required for the degree, at least 60 must be in the liberal arts, including ENG 103 Writing for Effective Communication.

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

CERTIFICATE PROGRAMS

Application Procedures

The certificates offered through the School of Professional and Graduate Studies have been designed to meet specific needs of adult professionals. An applicant wishing to pursue a degree or certificate program within the School of Professional and Graduate Studies must be an adult with a high school diploma or its equivalent and be deemed capable of completing the requirements for the degree or certificate. In addition to having met the general admission requirements of the School, students typically have post-secondary education and training and have acquired, through experience, the skills and knowledge appropriate to the degree or certificate. Exceptions to this are made with the approval of the Dean. Additional requirements for majors or certificate programs are indicated in the ***Curricular Offerings*** section of this catalogue. A brief writing exercise may be required of applicants.

Conditional Acceptance

This is a special category of admission for an applicant who has satisfied the requirements to pursue a certificate *but* needs academic skill development. A person in this category will be required to take ENG 102 Basic Writing Skills or appropriate equivalent and GS 401 Problem Solving for Professionals in addition to the courses required for the certificate. The English and Problem Solving courses must be satisfactorily completed before registering for the third certificate course. This English course is offered only at the Brooklyn and Long Island Campuses. Conditional students must have a 2.0 average before being permitted to take more than 12 hours of coursework at the College. Conditional students must meet with an advisor who will determine the course sequence of the certificate program. (See the ***Admissions and Finances*** section of this catalogue.)

Practicum/Internship Policies

For several of the certificate programs, a supervised practicum is required. Students wishing to participate in one of these practicums (as well as CHS 466 Internship in Community Health and Human Services or HA 466 Internship in Health Administration and BUS 362 Internship in Business, which are not part of a certificate program) are required to submit an application and faculty recommendation(s) to insure that such students are at a point of academic and personal readiness. These materials will be reviewed by the Practicum Coordinator and/or the Department Chairperson. Applications for practicums are available from an academic advisor or the Registrar. Applications must be filed July 15 for Fall, December 15 for Spring and April 15 for Summer."

In order to be considered for a certificate practicum, students must, in addition, have completed all of the courses in the certificate program. Exceptions to this will require approval by the Practicum Coordinator and/or the Department Chairperson in consultation with the Dean. Students who, as a result of the application and recommendation process, are denied permission to participate in a practicum will not meet the requirements of the certificate program. The decision to deny participation will be made by the

Practicum Coordinator and/or the Department Chairperson in consultation with the faculty member(s) who wrote the recommendation(s). When this is one and the same person, that person will consult with an additional faculty member appropriate to the certificate.

Students denied placement in a practicum may appeal this decision to the Dean. The Dean will endeavor to resolve the matter informally, and may consult with additional faculty members regarding the appropriateness of the decision. If the student is not satisfied with the decision rendered by the Dean, the student may submit a written request for a hearing. The hearing will be held within ten school days of receipt of the request. The decision rendered after the hearing will be final.

The College will make every effort to place qualified students to insure successful learning experiences. The College, however, will not be held responsible for problems which result from students who fail to cooperate in arranging satisfactory practicums or from students who do not perform up to the standards of the participating agency or of the College.

Students who are unable to work out satisfactory placements may have the situation reviewed by the Dean. Students who are asked to withdraw from the practicum may appeal the decision to the Dean. If that decision is not satisfactory, the student may request a hearing as noted above.

Depending upon the certificate and requirements of the agency/facility, students may be required to be covered by malpractice insurance or to sign a waiver, holding harmless both St. Joseph's College and the agency/ facility hosting the practicum. Students who do not satisfy this requirement will not be admitted to the practicum. The College reserves the right to require malpractice insurance (as opposed to the waiver) when the nature of the practicum so warrants.

Certificates within B.S. Degrees

Students who are pursuing a certificate as part of their degree program are encouraged to plan ahead to insure that the certificate coursework is taken in advance of completion of the degree requirements. Inasmuch as not all courses are offered every semester, at times convenient to students' schedules, and/or courses may be cancelled due to low enrollment, the College cannot be held responsible for guaranteeing certificate courses to graduating seniors. It is the responsibility of students to plan their programs carefully and take required coursework when it is offered. Students are reminded that satisfying the requirements for the major and degree is of greater importance than completing a certificate program. In instances where graduating seniors need a course(s) for a certificate, they may return after graduation and complete the coursework at that time.

Grades

Courses for certificates may not be taken on a Pass/No Credit basis. A cumulative index of a 2.0 with a grade of B or better in the practicum is required for certificates. Students who earn less than a grade of B will not typically be permitted to retake a practicum and will, therefore, not satisfy the requirements for the certificate. Exceptions to this will require approval by the Practicum Coordinator and/or the Department Chairperson in consultation with the Dean. Students who earn below a B in CHS 470

Practicum in Alcoholism and Addictions Counseling I may not register for CHS 471 Practicum in Alcoholism and Addictions Counseling II, or CHS 472 Practicum in Alcoholism and Addictions Counseling III.

Official Records/Fees

Certificates will not be issued until all official records have been received by the College. There is a certificate fee of \$10 due for each certificate completed. (See the ***Tuition and Fees*** section of this catalogue.)

Certificate in Alcoholism and Addictions Counseling

This 28 credit certificate is designed to prepare health, human services, and human resources practitioners to provide counseling and referral services to persons affected by alcoholism, drug abuse and dependency.

Courses taken for the Certificate in Alcoholism and Addictions Counseling may be applied toward the B.S. degrees in Community Health and Human Services, Health Administration, and Organizational Management.

St. Joseph's College has been granted Education/Training Provider status (#AI 0016 AL) by the New York State Office of Alcoholism and Substance Abuse Services (OASAS) for the purposes of the Credentialed Alcoholism and Substance Abuse Counselor (CASAC) examination process. For current information on the certificate, consult with an advisor.

<i>Required Courses for Certificate</i>		<i>29 credits</i>
CHS 411	Alcoholism	3
CHS 412	Addictions and Dependencies	3
CHS 419	Alcoholism and Addictions in the Family and Society	3
CHS 444	Principles of Alcoholism and Addictions Counseling	3
CHS 445	Alcoholism and Addictions Evaluation and Treatment Planning	3
CHS 470	Practicum in Alcoholism and Addictions Counseling I	3
CHS 471	Practicum in Alcoholism and Addictions Counseling II	3
CHS 472	Practicum in Alcoholism and Addictions Counseling III	4
ENG 103	Writing for Effective Communication	3
LIB 100	Library Research Strategies	1

Professional standards of conduct and adherence to the ethical principles of OASAS (such as avoidance of any illegal psychoactive substances or abusing any legal substances, including alcohol and prescription medications) will be required as a precondition for participation in the practicums. In addition, agencies/facilities offering practicums reserve the right to conduct appropriate tests to assure compliance with the foregoing.

(A minimum of 19 credits toward this certificate must be taken at St. Joseph's College. Approval is necessary before registering for the practicum. Students who earn below a B in CHS 470 may not register for CHS 471, and students who earn below a B in CHS 471 may not register for CHS 472. Approval required to take CHS 470, CHS 471, and CHS 472 concurrently. A cumulative index of 2.0 with a grade of B or better in the practicums is required for the certificate.)

Certificate in Care Management

This 12 credit program shows students how to organize and provide services to special populations such as the aging, the mentally ill, and the chronically ill. Working closely with families, care managers form the bridge between the client and the services needed. This certificate will focus on human services expertise while introducing social work care management skills. Typically, students pursuing this certificate would be adults already working in the human services field, specializing in gerontology, child and family welfare, mental health, addictions, or support for the terminally ill.

Courses for the Certificate in Care Management may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies. Organizational Management students may apply this course work to the non-elective portion of their program.

Required Courses for Certificate

9 credits

CHS 457	Introduction to Care Management
CHS 458	Care Management and Community Mental Health
CHS 429	Human Services Delivery System

Elective Courses for Certificate

3 credits

Choose one of the following:

CHA 456	Programs and Resources in Aging
CHS 443	Mental Health and Crisis Intervention

Total Required for Certificate

12 credits

(A minimum of 9 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)

Certificate in Counseling

This 12 credit certificate is designed to enable Health and Human Services practitioners to apply essential counseling theory and techniques to meet client needs in a variety of institutional settings.

Courses taken for the Certificate in Counseling may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies. Organizational Management students may apply this course work to the non-elective portion of their program.

Required Courses for Certificate

9 credits

CHS 440	Principles of Counseling
CHS 441	Counseling Techniques
CHS 443	Mental Health and Crisis Intervention

Elective Courses for Certificate

3 credits

Choose one of the following:

CHS 230	Emotional/Behavioral Disturbance in Children and Youth
CHS 231	Child Abuse and Neglect
CHS 409	Psychological Factors in Health and Disease
CHS 411	Alcoholism
CHS 412	Addictions and Dependencies
CHS 442	Family Counseling
PSY 261	Psychology of Personality
PSY 271	Abnormal Psychology

Total Required for Certificate

12 credits

(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)

Certificate in Criminology/Criminal Justice

The program is geared towards students interested in the field of criminal justice. Students will receive both theoretical and practical exposure to the system, and will develop widely applicable skills in research design and data analysis.

Required Courses for Certificate

24 credits

SOC 100	Introductory Sociology
CJ 158	Criminal Justice Administration
CJ 244	Corrections
CJ 324	Research Methods in Criminal Justice (or equivalent) +
POL 203	Political and Civil Rights
SOC 243	Criminology
SOC 347	Sociological Theory
SOC 350	Applied Statistics (or equivalent) +

+Community Health and Human Services, Health Administration, and Organizational Management students may substitute CHA/BUS 495 for CJ 324 and MAT 151 for SOC 350.

(The minimum number of credits toward this certificate which must be taken at St. Joseph's College will be determined by the department; a cumulative index of 2.0 is required for the certificate.)

Certificate in Gerontology

Designed for adults pursuing various careers in aging, this 12 credit certificate will provide gerontological knowledge essential to understanding and serving an older clientele. This certificate is particularly well suited for health practitioners who wish to redirect or focus their skills to meet the needs of an aging population.

Courses taken for the Certificate in Gerontology may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies.

Required Courses for Certificate

6 credits

CHS 451	Gerontology or REC 276 Therapeutic Recreation in Geriatric Settings
CHS 453	Psychology of Aging or PSY 230 Adult Development and Aging

Elective Courses for Certificate

Choose one of the following:

3 credits

CHA 456	Programs and Resources in Aging
HA 486	Long Term Health Care Administration
RS 145	Theology of Death and Dying
CHS 449	Death and Dying
CHS/REC 272	Alzheimer's Disease and Related Dementia

Required Gerontological Field/Clinical Experience

CHA 459	Practicum in Gerontology	<i>3 credits</i>
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Total Required for Certificate

12 credits

(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College. Approval is necessary before registering for the practicum. A cumulative index of 2.0 with a grade of B or better in the practicums is required for the certificate.)

Certificate in Health Care Management

A focused course of study aimed at improving management in the health care area, this 15 credit certificate will provide practitioners with general management principles and will promote financial effectiveness, increased productivity, strategic planning, and quality improvement.

Courses taken for the Health Care Management Certificate may be applied toward the B.S. degrees in Health Administration, Community Health and Human Services, or in General Studies.

Required Courses for Certificate

15 credits

HA 481	Health Care Management
CHA 430	Health Care Delivery System
CHA 435	Continuous Quality Improvement
CHA 489	Comprehensive Health Planning
CHA 496	Health Care Finance and Economics

(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)

Certificate in Health Instruction

This 12 credit certificate is designed to provide health practitioners with the skills and knowledge necessary to plan, implement, and evaluate health education programs for health consumers in the hospital and in the community.

Courses taken for the Certificate in Health Instruction may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies.

(Note: This certificate program should not be confused with teacher certification by the New York State Education Department.)

Required Courses for Certificate

12 credits

SPC 102	Speech Communication
CHS 420	Health Education
CHS 434	Family Health
CHS 467	Practicum in Health Instruction

(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College. Approval is necessary before registering for the practicum. A cumulative index of 2.0 with a grade of B or better in the practicum is required for the certificate.)

Certificate in Home Care Administration

This 18 credit certificate is designed to enable health and human services practitioners to direct their institutionally based skills into the rapidly expanding area of home care administration. Drawing heavily on the College's registered B.S. degree in Community Health and Human Services and B.S. degree in Health Administration, this program will respond directly to the acute need for trained administrative personnel in the most rapidly growing area of health care today—home care.

Courses taken for the Certificate in Home Care Administration may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies.

Required Courses for Certificate

18 credits

CHA 430	Health Care Delivery System
CHA 437	Home Care Administration
CHA 456	Programs and Resources in Aging
HA 481	Health Care Management
CHA 484	Legal Aspects of Health Care
CHA 496	Health Care Finance and Economics

(A minimum of 15 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)

Certificate in Hospice

This 15 credit certificate is designed to provide a focused course of study for health and human services practitioners who intend to pursue a career path or perform volunteer duties in a hospice environment. The courses of this certificate will present students with the skills and knowledge necessary to provide hospice services relevant to their professional concentration in both inpatient and home care hospice settings. There are two components to this certificate program. The first is composed of three required courses and one elective course intended to provide essential knowledge and skills in the areas of death and dying, hospice fundamentals, and crisis intervention. By selecting an appropriate elective, students will be able to direct their learning to best suit their personal and professional goals. The second component of the certificate provides students with the opportunity to apply this knowledge through actual field experience in hospice.

Courses taken for the Certificate in Hospice may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies.

Required Courses for Certificate

12 credits

CHA 438	Hospice Concepts
CHS 443	Mental Health and Crisis Intervention
CHS 449	Death and Dying
CHA 439	Practicum in the Hospice Field

Elective Courses for Certificate

3 credits

Choose one of the following:

CHS 409	Psychological Factors in Health and Disease
CHS 434	Family Health
CHA 437	Home Care Administration

Total Required for Certificate

15 credits

(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 with a grade of B or better in the practicum is required for the certificate.)

Certificate in Human Resources

This 15 credit Certificate in Human Resources has as its purpose the successful management of human resources in support of organizational effectiveness. It is designed to provide specialized study of such personnel management activities as work analysis, staffing, training and development, employee appraisal, compensation, enhancement of work environment, and personnel law and labor relations.

Courses taken for the Human Resources Certificate may be applied toward the B.S. in Organizational Management, Business Administration (available through the School of Arts and Sciences), General Studies, or Health Administration.

Required Courses for Certificate

15 credits

BUS 100	Process of Management
or	
HA 481	Health Care Management
BUS 130	Organizational Behavior
BUS/HA 230	Human Resources Management
BUS 235	Human Resources Law
BUS 370	Advanced Human Resources Management

(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate. Students may earn either the Certificate in Human Resources or the Certificate in Management, but not both.)

Certificate in Information Technology Applications

This certificate is designed to educate students in the practical application of computer technology to professional contexts. The curriculum is directed at the practitioner rather than the theorist. Emphasis is on the production of computer-based information gathering, manipulation, and presentation skills. Students will apply current information technology software packages to analyze problems and design solutions.

See also: Minor

Courses for the Certificate in Information Technology Applications may be applied toward the B.S. in Organizational Management, Business Administration (available through the School of Arts and Sciences), General Studies, Health Administration, or the 27 credit Certificate in Management.

Required Courses for Certificate

12 credits

Business Track

COM 140	Microcomputer Applications I
COM 141	Microcomputer Applications II
COM 205	Multimedia Applications
COM 288	Business Systems and Design

Programming Track

COM 140	Microcomputer Applications I
COM 141	Microcomputer Applications II
COM 150	Introduction to Computer Programming (Visual Basic)
COM 152	Computer Programming (Java)

Design Track

COM 140	Microcomputer Applications I
COM 141	Microcomputer Applications II
COM 205	Multimedia Applications
ART 267	Computer Assisted Graphic Designer Workshop

Total Required for Certificate

12 credits

(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College—exceptions would require departmental approval; a cumulative index of 2.0 is required for the certificate.)

See also: Major and Minor in Computer Information Systems

Certificate in Leadership and Supervision

With the option of a business or health emphasis, this 12 credit certificate is designed to improve supervisory and managerial effectiveness. Through selected courses and a case-study orientation, the participants will learn to apply prominent theories and practices in employee management and development to commonly encountered problems and situations.

Courses taken for the Certificate in Leadership and Supervision may be applied toward the B.S. in Organizational Management, Community Health and Human Services, Health Administration, General Studies, Business Administration (available through the School of Arts and Sciences), the 15 credit Certificate in Human Resources, or the 27 credit Certificate in Management.

Required Courses for Certificate *9 credits*

BUS 100	Process of Management
or	
HA 481	Health Care Management

BUS 130	Organizational Behavior
BUS/HA 230	Human Resources Management

Elective Courses for Certificate - select one course *3 credits*

GS 401	Problem Solving for Professionals
BUS 221	Labor Economics
BUS 232	Labor Relations
BUS 235	Human Resources Law
PSY 280	Industrial Psychology

Total Required for Certificate *12 credits*

(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)

Certificate in Management

This 27 credit certificate has been designed to educate adults for the management of organizations in the business, non-profit, or public sector; the latter includes the operations of the Federal, state, and local government.

Courses taken for the Management Certificate may be applied toward the B.S. in Organizational Management, General Studies, Business Administration (available through the School of Arts and Sciences), or Health Administration.

Required Courses for the Certificate ***19 credits***

BUS 100 or HA 481	Process of Management Health Care Management
ACC/HA 200	Fundamentals of Financial Accounting
BUS 130 BUS/HA 230 ENG 103	Organizational Behavior Human Resources Management Writing for Effective Communication <i>or</i> ENG 102 Basic Writing Skills, <i>or</i> ENG 109 Analytical Writing, <i>or</i> ENG 110 Communication for Professionals
COM 140	Microcomputer Applications I <i>or</i> COM 141 Microcomputer Applications II
LIB 100	Library Research Strategies

Elective Courses for Certificate ***9 credits***

Nine credits to be taken from Business Administration courses or from the following: GS 401, GS 402, GS/CHA 423, GS/CHA 424, MAT 151, MAT 200, MAT 201, PHI 160, PHI 268, COM 288.

Total required for Certificate ***28 credits***

(A minimum of 21 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate. Students may earn either the Certificate in Management or the Certificate in Human Resources, but not both.)

Certificate in Marketing, Advertising, and Public Relations

This 12 credit certificate has been developed to provide essential knowledge and skills in the interrelated areas of marketing, advertising, and public relations. There are two components to the certificate program. The first is composed of three required courses, and the second is an elective course which enables students to direct their learning in support of their professional objectives.

Courses taken for the Certificate in Marketing, Advertising, and Public Relations may be applied toward the B.S. in Marketing, Organizational Management or General Studies.

Required Courses for the Certificate

9 credits

MKT/BUS 200	Marketing
MKT/BUS 204	Marketing Promotion and Advertising
MKT/BUS 208	Public Relations

Elective Courses for Certificate

3 credits

Choose one of the following:

MKT 316 (BUS 306) Marketing Research

MKT 310 (BUS 210) Consumer Motivation and Behavior

ART 267 Computer Assisted Graphic Design Workshop

Total Required for Certificate

12 credits

(A minimum of 9 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)

Certificate in Training and Staff Development

This 12 credit certificate is designed to prepare practitioners to plan, implement, and evaluate education and training programs in a variety of institutional settings.

Courses taken for the Certificate in Training and Staff Development may be applied toward the B.S. in Community Health and Human Services, Health Administration, General Studies, or Organizational Management.

Required Courses for Certificate

12 credits

SPC 102	Speech Communication
CHA/GS 423	Principles of Training and Staff Development
CHA/GS 424	Training and Development Techniques
CHA/GS 468	Practicum in Training and Staff Development

(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College. Approval is necessary before registering for the practicum. A cumulative index of 2.0 with a grade of B or better in the practicum is required for the certificate.)

Minor in Accounting

This minor is designed to assist students in seeking employment in accounting-related positions in the private and public service sectors. Students should understand that this minor will not meet the academic requirements to sit for the CPA Examination.

The Minor in Accounting includes the following six courses, or their equivalent (18 credits)

ACC 200	Fundamentals of Financial Accounting
or	
ACC 110	Principles of Accounting
ACC 211	Financial Accounting
ACC 212	Intermediate Accounting I
ACC 213	Intermediate Accounting II
ACC 215	Principles of Federal Taxation
ACC 241	Managerial Accounting

(A cumulative index of 2.0 is required for the minor.)

A minimum of nine credits of accounting coursework must be taken at St. Joseph's College in order to receive the minor. For students transferring in with equivalent coursework, Accounting courses other than the six courses indicated above may be applied to satisfy the nine credit minimum.

If students take ACC 110 (or the equivalent elsewhere), they can take ACC 211, but not ACC 200. If students take ACC 200 (or the equivalent elsewhere), they can take ACC 211.

Minor in Computer Information Systems

Total number of courses: 6

Total number of credits: 18-19

Required Courses:

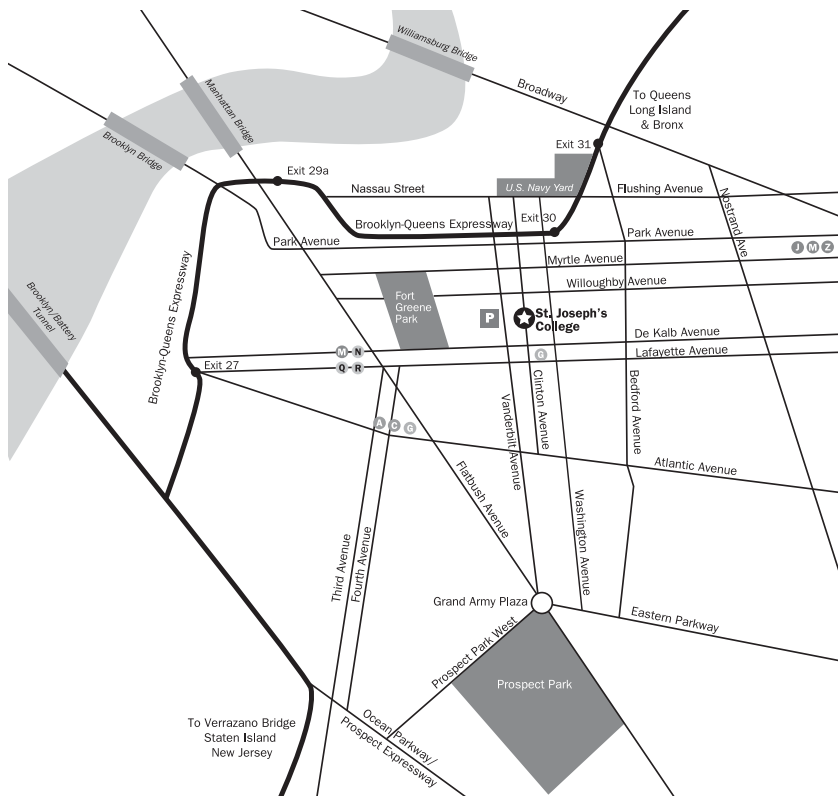
COM 141	Microcomputer Applications II
COM 200	Computer Science: An Overview
COM 288	Business Systems and Design

In addition, one must take one programming language course selected from COM 150 or COM 152. Two additional computer courses, selected with departmental approval, must be taken as electives.

(A minimum average of C is required for all six courses.)

Other COM courses may be substituted with departmental approval. Credits for COM 140 Microcomputer Applications I may not be applied to the minor. MAT 203 Mathematical Foundations of Computer Science (4 credits) may also be taken as an elective.

Area Map of Clinton Hill and Downtown Brooklyn



DIRECTIONS TO ST. JOSEPH'S COLLEGE

St. Joseph's College is located in the Clinton Hill section of Brooklyn.

CAR

From **Queens** take the Brooklyn Queens Expressway to Exit 31, Wythe-Kent (exit on right). Take Park Avenue under the BQE to Clinton Avenue. Make a left onto Clinton and continue south crossing Willoughby Avenue. From **Brooklyn** take the Brooklyn Queens Expressway to Exit 27, Atlantic Avenue. Continue east on Atlantic to Vanderbilt Avenue. Make a left onto Vanderbilt Avenue and continue north crossing De Kalb Avenue. Make a right onto Willoughby Avenue and a right onto Clinton Avenue.

BUS

DeKalb Ave. Bus (B38) to Vanderbilt Ave.
Crosstown Bus (B61) to Vanderbilt Ave.
Myrtle Ave. Bus (B54) to Clinton Ave.
Flushing Ave. Bus (B57, B62) to Vanderbilt Ave.
Vanderbilt Ave. Bus (B69) to DeKalb Ave.
Nostrand Ave. Bus (B44) to DeKalb Ave.

Transfer to B38.

Flatbush Ave. Bus (B41) to Vanderbilt Ave.
Transfer to B69.

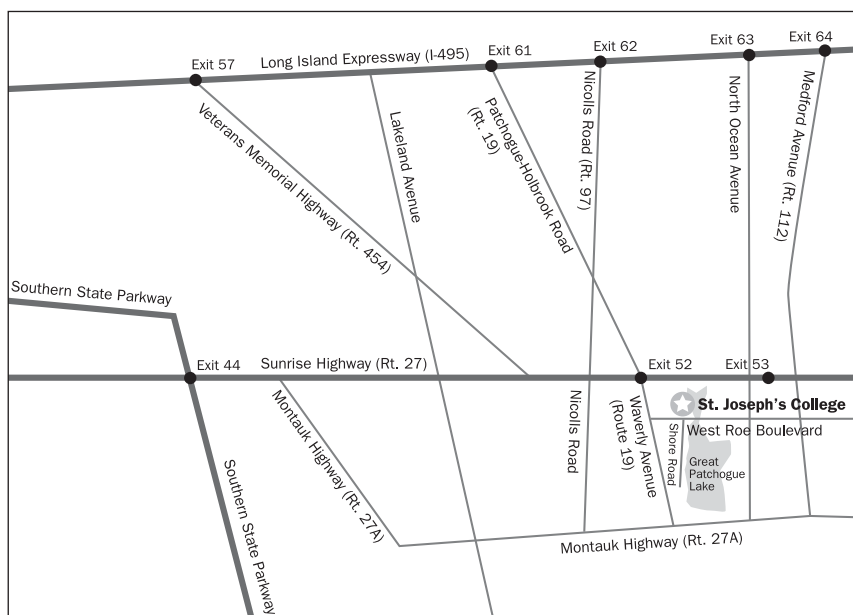
SUBWAY

G to Clinton-Washington Station
A to Hoyt-Schermerhorn. Transfer to G.
M, N, Q, R to DeKalb Station.

Take B38 Bus to Vanderbilt Ave.
E, F to Queens Plaza. Transfer to G.

For more detailed travel information, call (718) 399-0068.

Area Map of Patchogue Vicinity



TRAVEL DIRECTIONS

LOCATION

The Long Island Campus of St. Joseph's College is located in Patchogue at 155 West Roe Boulevard. It is bounded on the north by Sunrise Highway and is easily accessible from south shore locations via Southern State Parkway, Sunrise Highway, (Exit 52), and from central and northern Long Island via Veterans Highway, Patchogue-Holbrook Road, Nichols Road or Route 112.

TRAVEL DIRECTIONS

By Train Long Island Railroad to Patchogue Station.

By Car Travel east on the Long Island Expressway to Exit 61
Heading East onto Patchogue-Holbrook Road. Continue south to Sunrise Hwy. (RT. 27) service road (eastbound). Turn left on RT. 27, service road eastbound, 1000 feet to the College entrance on the right

– or –

Travel east on Southern Parkway to Exit 44, Sunrise Hwy. East (RT. 27). Continue on Sunrise Hwy. to Exit 52. College is on Sunrise Hwy. service road (eastbound), 1000 feet beyond Waverly Ave.

Heading South Travel south on Veterans Hwy. to Sunrise Hwy., eastbound. Travel east on Sunrise Hwy. (RT. 27) to Exit 52. College is on Sunrise Hwy. service road (eastbound), 1000 feet beyond Waverly Ave.

Heading West Travel west on Sunrise Hwy. (RT. 27) to Exit 52. Turn left at Waverly Ave. (first light). Turn left onto the Sunrise Highway service road (next light). Travel approximately 1000 feet to the College entrance on the right.

By Plane To nearby MacArthur Airport.

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Mark Wan, Business

B.S., M.B.A., Fordham University

Junis Warren, General Studies

B.A., Florida State University; M.A., New York University;

M.S., New School University

Heather Woods, Community Health and Human Services

B.S., St. Joseph's College; M.S., C.W. Post Center of Long Island University

FACULTY DATA

To meet the specialized professional needs of many of its students, the College has created a special category of faculty called preceptors. Most of the preceptors maintain their regular professional affiliations, thereby providing students with the full benefit of their expertise. There are 12 preceptors in Community Health and Human Services, 9 preceptors in Health Administration, 20 preceptors in General Studies, 20 preceptors in Accounting/Organizational Management, and 9 preceptors in Mathematics/Computer Science.

In addition to full-time faculty and preceptors, the following numbers of lecturers (part-time, adjunct faculty) taught in the School of Professional and Graduate Studies: Community Health and Human Services 16, Health Administration 11, General Studies 27, Accounting/Organizational Management 18, Mathematics/Computer Science 11.

STUDENT RETENTION AND GRADUATION

Most of the students in the School of Professional and Graduate Studies (Brooklyn and Long Island Campuses) are part-time students. Of the 251 matriculated students entering in the Fall of 2004, 66% returned in September 2005. Of the Fall 2004 group, 38% graduated by June 2009, 3% in June 2010, and 3% in June 2010, bringing the total percentage of students that graduated by June 2010 to 47%. Nineteen percent of the initial cohort are still matriculated for the baccalaureate degree.

ALUMNI ASSOCIATION

St. Joseph's College is committed to the belief that its responsibility to its graduates never ends. There are Alumni Offices on both the Brooklyn and Long Island Campuses. The mission of the Alumni Office is to identify and engage the College's more than 27,000 alumni and to create meaningful opportunities for them to participate in the life of St. Joseph's. The Alumni Office works closely with the Alumni Association to help you connect with fellow alumni.

The Alumni Association promotes the interests of St. Joseph's College by continuing the close relationship between the College and its former students that was developed during their graduate and/or undergraduate days. Its membership includes all those upon whom the College has conferred a graduate degree, as well as other former students who remain associated with the College.

In conjunction with the Alumni Office, the Alumni Association sponsors programs and special events, including lectures, mentoring, career services and reunions. The Alumni Association also provides grants to relatives of alumni. Alumni regularly receive *the St. Joseph's College Magazine* and the *SJC Insider*, an e-newsletter.

INSTRUCTIONAL PROGRAMS

MAIN CAMPUS IN BROOKLYN

Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards. The following programs have been registered by the New York State Education Department for St. Joseph's College.

Program Title	HEGIS Code	Degree Awarded	Certificate/License Title	Type
Biology	0401	BA	Academic Major Biology 7-12 5-6 Ext	Initial Initial
Biology	0401	BS	Academic Major Biology 7-12 5-6 Ext	Initial Initial
Public Accountancy	0502	BS	CPA-150	Lic Qual
†Accounting	0502	BS		
*M/A Accounting	0502	MBA	CPA 150	Lic Qual
†Business Administration, Accounting	0502	BS		
*Accounting	0502	MBA	CPA 150	Lic Qual
*Organizational Management	0506	BS		
M/A Management	0506	MS		
#Organizational Management	0506	BS		
M/A Management	0506	MS		
*Organizational Management	0506	BS		
M/A Executive Master of Business Administration	0506	MBA		
#Organizational Management	0506	BS		
M/A Executive Master of Business Administration	0506	MBA		
Business Administration	0506	BS		
*Organizational Management	0506	BS		
#Organizational Management	0506	BS		
*Management	0506	MS		
*Executive Master of Business Administration	0506	MBA		
#Executive Master of Business Administration	0506	MBA		
*Human Resources Management	0515	ADV CRT		
#Human Resources Management	0515	ADV CRT		
†Marketing	0599	BS		
†Computer Information Systems	0702	B.S.		

* Administered through the School of Professional and Graduate Studies

†Available in both the School of Arts and Sciences and the School of Professional and Graduate Studies

#Available in Distance Education Format through the School of Professional and Graduate Studies

INSTRUCTIONAL PROGRAMS

Program Title	HEGIS Code	Degree Awarded	Certificate/License Title	Type
Child Study	0808	B.A.	E.Childhood Birth-2 Childhood 1-6 Sp Ed Birth-2 Sp Ed 1-6	Initial Initial Initial Initial
Literacy/Cognition (Birth–Grade 6)	0830	MA		Initial Prof'l
French	1102	BA	Academic Major	
Spanish	1105	BA	Academic Major Spanish 7-12 5-6 Ext	Initial Initial
*Health Administration				
M/A Health Care Management	1202	MBA		
*Health Administration	1202	BS		
*Health Care Management	1202	MBA		
*Health Care Management	1202	ADV CRT		
*Management of Health Information Systems	1202	ADV CRT		
*Nursing	1203.10	BS		
*Adult Health	1203.10	MS		
*Nursing Education	1203.10	MS		
Medical Technology	1223	BS	Clin Lab Technol	Lic Qual
*Community Health and Human Services	1299	BS		
Child Study	1305	BA		
English	1501	BA	Academic Major English 7-12 5-6 Ext	Initial Initial
Speech	1506	BA		
Philosophy & Religious Studies	1599.10	BA		
Mathematics	1701	BA	Academic Major Mathematics 7-12 5-6 Ext	Initial Initial
Mathematics	1701	BS	Academic Major Mathematics 7-12 5-6 Ext	Initial Initial
Chemistry	1905	BA	Academic Major Chemistry 7-12 5-6 Ext	Initial Initial
Chemistry	1905	BS	Academic Major Chemistry 7-12 5-6 Ext	Initial Initial
Psychology	2001	BA		

* Administered through the School of Professional and Graduate Studies

†Available in both the School of Arts and Sciences and the School of Professional and Graduate Studies

#Available in Distance Education Format through the School of Professional and Graduate Studies

INSTRUCTIONAL PROGRAMS

Program Title	HEGIS Code	Degree Awarded	Certificate/License Title	Type
Recreation	2103	BS		
Criminal Justice	2105	BA		
*Criminal Justice	2105	BS		
*Human Services				
Leadership	2199	MS		
Social Sciences	2201	BA		
Human Relations	2201	BA		
History	2205	BA	Academic Major	
			Social Stud 7-12	Initial
			5-6 Ext	Initial
*General Studies	4901	BS		
*Health Care Management	1202	ADV CRT		
†Marketing, Advertising &				
Public Relations	5004	CERT		
†Management	5004	CERT		
†Leadership &				
Supervision	5004	CERT		
#Leadership & Supervision	5004	CERT		
*Human Resources	5004	CERT		
#Human Resources	5004	CERT		
*Training & Staff				
Development	5099	CERT		
†Information Technology				
Applications	5104	CERT		
*Health Instruction	5201	CERT		
*Medical Office	5214	CERT		
Management				
*Health Care Management	5299	CERT		
*Hospice	5299	CERT		
*Care Management	5299	CERT		
*Home Care Administration	5299	CERT		
†Criminology/				
Criminal Justice	5505	CERT		
*Counseling	5506	CERT		
Applied Sociology	5506	CERT		
*Alcoholism &				
Addictions				
Counseling	5506	CERT		
†Gerontology	5506.20	CERT		
Religious Studies	5603	CERT		

* Administered through the School of Professional and Graduate Studies

†Available in both the School of Arts and Sciences and the School of Professional and Graduate Studies

#Available in Distance Education Format through the School of Professional and Graduate Studies

INSTRUCTIONAL PROGRAMS

LONG ISLAND CAMPUS IN PATCHOGUE

Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards. The following programs have been registered by the New York State Education Department for St. Joseph's College.

Program Title	HEGIS Code	Degree Awarded	Certificate/License Title	Type
Biology	0401	BA	Academic Major Biology 7-12 5-6 Ext	Initial Initial
Biology	0401	BS	Academic Major Biology 7-12 5-6 Ext	Initial Initial
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Ammerman M/A Biology (Biology 7-12 emphasis)	0401.01	BA	Biology 7-12	Initial
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Eastern M/A Biology (Biology 7-12 emphasis)	0401.01	BA	Biology 7-12	Initial
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Western M/A Biology (Biology 7-12 emphasis)	0401.01	BA	Biology 7-12	Initial
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Ammerman M/A Biology (Biology 7-12 emphasis)	0401.01	BS	Biology 7-12	Initial
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Eastern M/A Biology (Biology 7-12 emphasis)	0401.01	BS	Biology 7-12	Initial
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Western M/A Biology (Biology 7-12 emphasis)	0401.01	BS	Biology 7-12	Initial
Public Accountancy	0502	BS	CPA-150	Lic Qual
Accounting	0502	BS		
*M/A Accounting	0502	MBA	CPA 150	Lic Qual
†Business Administration, Accounting	0502	BS		
*Accounting	0502	MBA	CPA 150	Lic Qual
*Organizational Management	0506	BS		

*Administered through the School of Professional and Graduate Studies

†Available in both the School of Arts and Sciences and the School of Professional and Graduate Studies

#Weekend College administered through the School of Professional and Graduate Studies

⌘Available in Distance Education Format through the School of Professional and Graduate Studies

INSTRUCTIONAL PROGRAMS

Program Title	HEGIS Code	Degree Awarded	Certificate/License Title	Type
#Organizational Management	0506	BS		
ØOrganizational Management	0506	BS		
*Organizational Management	0506	BS		
M/A Management	0506	MS		
#Organizational Management	0506	BS		
M/A Management	0506	MS		
ØOrganizational Management	0506	BS		
M/A Management	0506	MS		
*Organizational Management	0506	BS		
M/A Executive Master of Business Admin.	0506	MBA		
#Organizational Management	0506	BS		
M/A Executive Master of Business Admin.	0506	MBA		
ØOrganizational Management	0506	BS		
ØM/A Executive Master of Business Admin.	0506	MBA		
Business Administration	0506	BS		
*Management	0506	MS		
*Executive Master of Business Admin	0506	MBA		
ØExecutive Master of Business Admin	0506	MBA		
*Human Resources Management	0515	ADV CRT		
ØHuman Resources Management	0515	ADV CRT		
†Marketing	0599	BS		
†Computer Information Systems	0702	BS		
#Computer Information Systems	0702	BS		
Child Study	0808	BA	E.Childhood Birth-2 Childhood 1-6 Sp Ed Birth-2 Sp Ed 1-6	Initial Initial Initial Initial

*Administered through the School of Professional and Graduate Studies

†Available in both the School of Arts and Sciences and the School of Professional and Graduate Studies

#Weekend College administered through the School of Professional and Graduate Studies

ØAvailable in Distance Education Format through the School of Professional and Graduate Studies

INSTRUCTIONAL PROGRAMS

Program Title	HEGIS Code	Degree Awarded	Certificate/License Title	Type
Liberal Arts & Sci: Education w/SuffolkCounty CC Ammerman M/A Child Study	0808	BA	E.Childhood Birth-2 Childhood 1-6 Sp Ed Birth-2 Sp Ed 1-6	Initial Initial Initial Initial
Liberal Arts & Sci: Education w/SuffolkCounty CC Eastern M/A Child Study	0808	BA	E.Childhood Birth-2 Childhood 1-6 Sp Ed Birth-2 Sp Ed 1-6	Initial Initial Initial Initial
Liberal Arts & Sci: Education w/SuffolkCounty CC Western M/A Child Study	0808	BA	E.Childhood Birth-2 Childhood 1-6 Sp Ed Birth-2 Sp Ed 1-6	Initial Initial Initial Initial
Infant/Toddler Early Childhd Special Ed	0808	MA	E Childhd Birth-2 E Childhd Birth-2 Sp Ed Birth-2 Sp Ed Birth-2	Profssnl Init/Prf Profssnl Init/Prf
Childhood Special Education 1-6	0808	MA	Childhood 1-6 Sp Ed 1-6 Sev/Mult Dis Ann	Init/Prf Init/Prf Init/Prf
English Special Education 7-12	0808	MA	Sp Ed English 7-12 Sev/Mult Dis Ann	Init/Prf Init/Prf
Mathematics Special Education 7-12	0808	MA	Sp Ed Math 7-12 Sev/Mult Dis Ann	Init/Prf Init/Prf
Biology Special Education 7-12	0808	MA	Sp Ed Biology 7-12 Sev/Mult Dis Ann	Init/Prf Init/Prf
History Special Education 7-12	0808	MA	Sp Ed Soc St 7-12 Sev/Mult Dis Ann	Init/Prf Init/Prf
Literacy/Cognition (Birth-Grade 6)	0830	MA	Literacy Birth-6	Initial Prof'l
Literacy & Cognition (B-12)	0830	MA	Literacy Birth-6 Literacy 5-12	Init/Prf Init/Prf

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#Weekend College administered through the School of Professional and Graduate Studies

⌘Available in Distance Education Format through the School of Professional and Graduate Studies

INSTRUCTIONAL PROGRAMS

Program Title	HEGIS Code	Degree Awarded	Certificate/License Title	Type
Literacy & Cognition (5-12)	0830	MA	Literacy 5-12	Init/Prf
Mathematics	0833	BA	Mathematics 7-12	Initial
M/A Mathematics Education	0833	MA	Mathematics 7-12	Prof'l
Mathematics	0833	BS	Mathematics 7-12	Initial
M/A Mathematics Education	0833	MA	Mathematics 7-12	Prof'l
Mathematics Education	0833	MA	Mathematics 7-12	Prof'l
Spanish	1105	BA	Academic Major Spanish 7-12 5-6 Ext	Initial Initial
*Health Administration	1202	BS		
#Health Administration	1202	BS		
*Health Administration	1202	BS		
M/A Health Care Management	1202	MBA		
*Health Care Management	1202	MBA		
*Health Care Management	1202	ADV CRT		
*Management of Health Information Systems	1202	ADV CRT		
*Nursing	1203.10	BS		
*Adult Health	1203.10	MS		
*Nursing Education	1203.10	MS		
Medical Technology	1223	BS	Clin Lab Technol	Lic Qual
*Community Health and Human Services	1299	BS		
ØCommunity Health and Human Services	1299	BS		
Child Study	1305	BA		
English	1501	BA	Academic Major English 7-12 5-6 Ext	Initial Initial
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Ammerman				
M/A English (English 7-12 emphasis)	1501.01	BA	English 7-12	Initial
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Eastern				
M/A English (English 7-12 emphasis)	1501.01	BA	English 7-12	Initial
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Western				
M/A English (English 7-12 emphasis)	1501.01	BA	English 7-12	Initial
Speech	1506	BA		

*Administered through the School of Professional and Graduate Studies

†Available in both the School of Arts and Sciences and the School of Professional and Graduate Studies

#Weekend College administered through the School of Professional and Graduate Studies

ØAvailable in Distance Education Format through the School of Professional and Graduate Studies

INSTRUCTIONAL PROGRAMS

Program Title	HEGIS Code	Degree Awarded	Certificate/License Title	Type
Philosophy & Religious Studies	1599.10	BA		
Mathematics	1701	BA	Academic Major Mathematics 7-12 5-6 Ext	Initial
Mathematics	1701	BS	Academic Major Mathematics 7-12 5-6 Ext	Initial
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Ammerman M/A Mathematics (Mathematics 7-12 emphasis)	1701.01	BA	Mathematics 7-12	Initial
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Eastern M/A Mathematics (Mathematics 7-12 emphasis)	1701.01	BA	Mathematics 7-12	Initial
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Western M/A Mathematics (Mathematics 7-12 emphasis)	1701.01	BA	Mathematics 7-12	Initial
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Ammerman M/A Mathematics (Mathematics 7-12 emphasis)	1701.01	BS	Mathematics 7-12	Initial
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Eastern M/A Mathematics (Mathematics 7-12 emphasis)	1701.01	BS	Mathematics 7-12	Initial
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Western M/A Mathematics (Mathematics 7-12 emphasis)	1701.01	BS	Mathematics 7-12	Initial
Mathematics/ Computer Science	1799	BS		
Psychology	2001	BA		
Recreation	2103	BS		
Criminal Justice	2105	BA		
*Criminal Justice	2105	BS		

*Administered through the School of Professional and Graduate Studies

†Available in both the School of Arts and Sciences and the School of Professional and Graduate Studies

#Weekend College administered through the School of Professional and Graduate Studies

⌘Available in Distance Education Format through the School of Professional and Graduate Studies

INSTRUCTIONAL PROGRAMS

Program Title	HEGIS Code	Degree Awarded	Certificate/License Title	Type
Human Services Leadership	2199	MS		
Social Sciences	2201	BA		
Human Relations	2201	BA		
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Ammerman				
M/A History (Social Studies 7-12 emphasis)	2201.01	BA	Social Studies 7-12	Initial
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Eastern				
M/A History (Social Studies 7-12 emphasis)	2201.01	BA	Social Studies 7-12	Initial
Lib Arts & Sci: Adolescence Education W/Suffolk County CC-Western				
M/A History (Social Studies 7-12 emphasis)	2201.01	BA	Social Studies 7-12	Initial
History	2205	BA	Academic Major Social Stud 7-12 5-6 Ext	Initial Initial
*General Studies	4901	BS		
†Marketing, Advertising & Public Relations	5004	CERT		
†Management	5004	CERT		
#Management	5004	CERT		
†Leadership & Supervision	5004	CERT		
#Leadership & Supervision	5004	CERT		
ØLeadership & Supervision	5004	CERT		
†Human Resources	5004	CERT		
#Human Resources	5004	CERT		
ØHuman Resources	5004	CERT		
*Training & Staff Development	5099	CERT		
#Training & Staff Development	5099	CERT		
†Information Technology Applications	5104	CERT		
#Information Technology Applications	5104	CERT		

*Administered through the School of Professional and Graduate Studies

†Available in both the School of Arts and Sciences and the School of Professional and Graduate Studies

#Weekend College administered through the School of Professional and Graduate Studies

ØAvailable in Distance Education Format through the School of Professional and Graduate Studies

INSTRUCTIONAL PROGRAMS

Program Title	HEGIS Code	Degree Awarded	Certificate/License Title Type
*Health Instruction	5201	CERT	
*Medical Office Management	5214	CERT	
*Health Care Management	5299	CERT	
#Health Care Management	5299	CERT	
*Home Care Administration	5299	CERT	
#Home Care Administration	5299	CERT	
*Hospice	5299	CERT	
*Care Management	5299	CERT	
†Criminology/ Criminal Justice	5505	CERT	
*Counseling	5506	CERT	
#Counseling	5506	CERT	
Applied Sociology	5506	CERT	
*Alcoholism & Addictions Counseling	5506	CERT	
†Gerontology	5506.20	CERT	
#Gerontology	5506.20	CERT	
Religious Studies	5603	CERT	

*Administered through the School of Professional and Graduate Studies

†Available in both the School of Arts and Sciences and the School of Professional and Graduate Studies

#Weekend College administered through the School of Professional and Graduate Studies

⌘Available in Distance Education Format through the School of Professional and Graduate Studies

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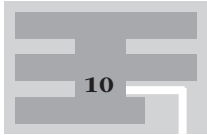
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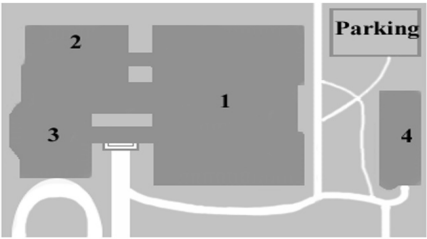
BROOKLYN CAMPUS MAP

WASHINGTON AVENUE

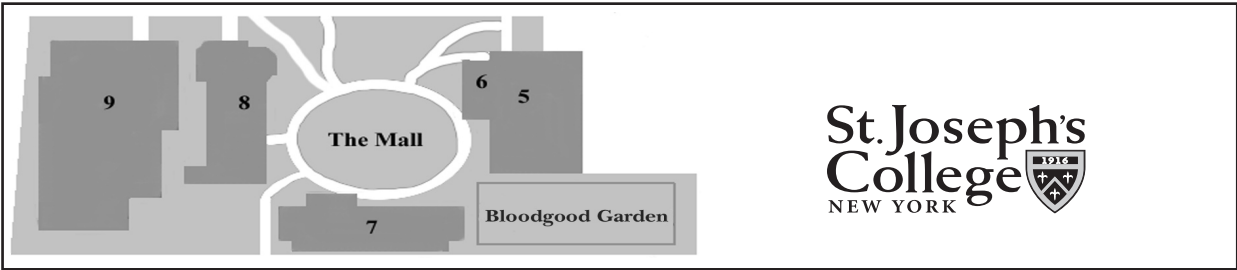


Parking

WAVERLY AVENUE



CLINTON AVENUE



VANDERBILT AVENUE

Parking

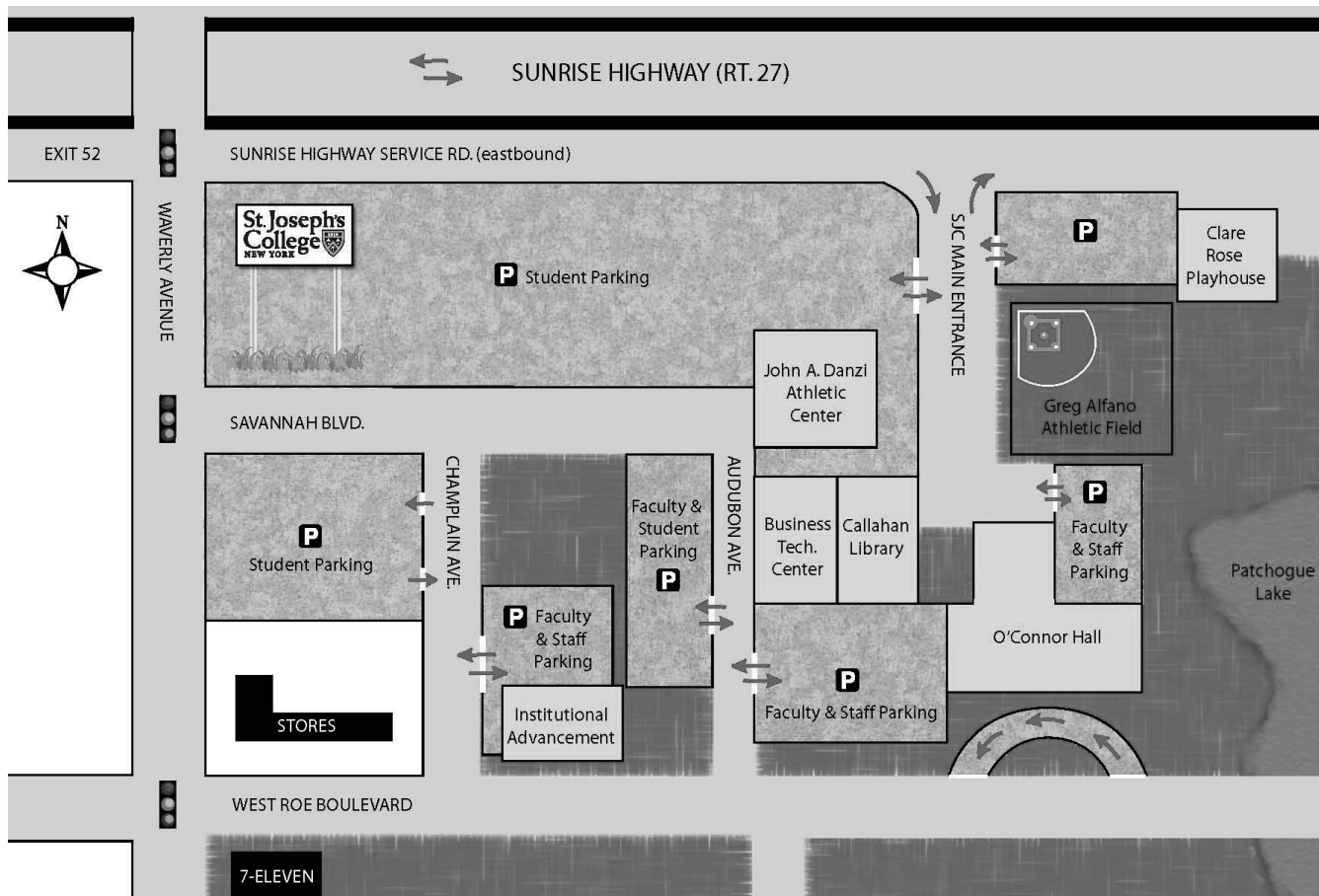
WILLOUGHBY AVENUE

DeKALB AVENUE

BROOKLYN CAMPUS BUILDINGS

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. <i>Tuohy Hall (S. VincentTherese)</i>
 Administrative Offices
 Alumni Room
 Art Studio
 Auditorium
 Business Office
 Chemistry Laboratories
 Classrooms
 Gymnasium/Fitness Center
 Physics Laboratories
 Student Government Offices
 Student Life Suite</p> | <p>5. <i>St. Joseph's Hall ("256")</i>
 Alumni Office
 Bloodgood Garden
 Institutional Advancement
 Department Offices
 History
 Modern Languages
 Psychology/Psychology
 Laboratory
 Recreation
 Religious Studies
 Social Sciences</p> | <p>College Book Store
 Computer Laboratories
 Department Offices
 Accounting
 Business Administration
 Economics
 Library
 Student Lounge
 Videoconference Rooms</p> |
| <p>2. Biology Laboratories
 Student Lounges</p> | <p>6. <i>Thomas E. Molloy Memorial</i>
 Outdoor Stage</p> | <p>10. <i>St. Angela Hall</i>
 ACES Program
 Art Studio
 Auditorium
 Campus Ministry
 Classrooms
 Council for the Arts
 Education Department
 Mathematics Department
 Philosophy Department
 Meeting Room
 Student Lounge
 Student Publications Office
 Videoconference Rooms</p> |
| <p>3. <i>Burns Hall ("245")</i>
 Admissions
 Board Room
 Chapel
 Communication Studies
 Formal Dining Room
 Parlors</p> | <p>7. <i>Dillon Child Study Center</i>
 Child Study Dept Offices
 Library, Observation Rooms
 Preschool Rooms
 Testing & Speech Offices</p> | |
| <p>4. <i>Lorenzo Hall</i>
 School of Professional
 & Graduate Studies
 Administrative Offices
 English Department Office
 Meeting Rooms</p> | <p>8. <i>Founders Hall (FacResidence)</i></p> <p>9. <i>McEntegart Hall-Library</i>
 Academic Center
 Cafeteria
 Chapel
 Classrooms</p> | |

LONG ISLAND CAMPUS MAP





St. Joseph's College

NEW YORK

BROOKLYN CAMPUS

245 Clinton Avenue :: Brooklyn, NY 11205

718.940.5800 :: www.sjcny.edu

LONG ISLAND CAMPUS

155 West Roe Boulevard :: Patchogue, NY 11772

631.687.4501 :: www.sjcny.edu